

CALIFORNIA LEAVE ACCOUNTING SYSTEM

MANUAL

As of 07/05

State Controller's Office
Personnel/Payroll Services Division
P.O. Box 942850
Sacramento, CA 94250-5878
(916) 327-0756

TABLE OF CONTENTS

CHAPTER/SUBJECT	PAGES
GENERAL INFORMATION	
LAS SYSTEM INFORMATION	1 - 3
Introduction	1
Overview	1
CLAS Web Site.....	1
System Eligibility	1
State Service Maintenance and Inquiry	1
Leave Benefit Maintenance and Inquiry	2
Payroll Input Process.....	3
Leave Message System	3
Data Access	3
Leave Letters	3
Annual Purge Process	3
SYSTEM AVAILABILITY	4
AUTOMATED MONTHLY ACCRUALS	5
LAS Monthly Accrual Cycle	5
Personal Holiday Accrual Cycle	5
ON SCOPROD (EASY ACCESS)	6
LOGON/LOGOFF	7
LEAVE ACCOUNTING SYSTEM MAIN MENU	8 -10
SYSTEM NAVIGATION	11
PROCESS AND GO	12
SUBSYSTEM ACCESS	13
INQUIRY ONLY ACCESS	13
CRITICAL DATES	14
Introduction	14
LAS Monthly Accrual Cycle	14
Personal Holiday Accrual Cycle	14
Leave Activity and Balances (LAB) Report	14
TRANSACTION AND EH PROCESSING TIMEFRAMES	15
Introduction.....	15
Employment History	15
PIP	15
On-Line LAS	15
Mag Tape	15
ABENDS/ABORTS	16

CHAPTER/SUBJECT	PAGES
LEAVE SYSTEM ELIGIBILITY	
<u>EMPLOYMENT HISTORY (EH) IMPACT</u>	17 – 20
Introduction	17
Employment History (EH) Processing	17
PAR/PPT Exceptions	18
Employee Position-History (EPH)	18
Employee Position Inquiry Access	19
Employee Position History Inquiry Screen	19
PAR/PPT Item 715	19
Permanent Separation or Transfer	19
Temporary Separations	19 - 20
Non-Payroll Status	20
Employees Not on LAS	20
<u>POSITION SEQUENCE NUMBER (PSN SEQ)</u>	21 - 23
Definition Of Position Sequence Number	21
LAS PSN SEQ Restriction	21
Employee Delete Process	21
Identify Multiple PSN SEQ	21
PSN Inquiry Example	22
Payment Detail Example	23
<u>LSE (LEAVE SYSTEM ELIGIBLE) / NLSE (NOT LEAVE SYSTEM ELIGIBLE) DESIGNATIONS</u>	24 - 26
Eligibility Criteria	24
Not Leave System Eligible (NLSE)	24
Leave System Eligible (LSE)	24
P62-Leave System Eligibility Maintenance Screen Access	25
Update Eligibility	25
LSE/NLSE Transaction Errors/Problems	26
<u>PROCESSING INFORMATION</u>	27
Eligibility Processing	27
Processing Priority	27

CHAPTER/SUBJECT	PAGES
PAYROLL INPUT PROCESS	
PROCESSING PROCEDURES	28 – 31
Introduction	28
Documentation	28 - 29
PIP Access	29
Keying	29
Special Earnings ID Processing	29 - 31
Error Messages	31
EARNINGS ID CHART	32 – 46
LEAVE BENEFITS	
ACCRUED BENEFITS	47 - 52
Introduction	47
Establish on LAS	47 - 48
Establishment Period	48
Waiting Period	48
Non-Standard Rate	48 - 49
Begin Balance	49 - 50
Automated Accruals	50
Automated Accruals Exceptions	50
Accruals On-Line	51
Annual Leave	51 – 52
EARNED BENEFITS	53
Introduction	53
Activate on LAS	53
USAGE ONLY BENEFITS	54 - 55
Introduction	54
Activate on LAS	54
Re-set Total	54
Automatic Re-setting of Totals	55
LEAVE BENEFIT TRANSACTIONS	56 - 84
Introduction	56
Corrections/Voids	56
Leave Benefit Transactions Type Description	56
Leave Benefit Transactions	57 - 84
Accrued Benefits	64 - 68
Earned Benefits	69 - 83
Usage Only Benefits	84 – 85

CHAPTER/SUBJECT	PAGES
OUT-OF-SERVICE BENEFIT	86
Introduction	86
Resolution	86
LEAVE BENEFIT SCREENS	87 - 127
Overview	87
Navigation	87 - 88
Process and Go	88
Function Keys	89
Inquiry Screens	90 - 101
B10 - Leave Benefit Inquiry	90
B12 - Leave Benefit Detail Inquiry	91 - 92
B14 - CTO History Summary Inquiry	93 - 94
B14 - Leave Benefit History Summary Inquiry	95 - 96
B16 - Leave Benefit Transaction History Inquiry	97 - 99
B18 - Leave Benefit Characteristics History Inquiry	100
B20 - Leave Benefit List	101
Pop-Up Screens	102 - 103
Update Screens	104 - 124
B50 – Leave Benefit Transaction Entry	104 - 105
B52 – Leave Benefit Void Transaction Entry	106 - 108
B66 – Leave Benefit Add	109 - 111
B68 – Leave Benefit Establishment Period Maint.	112 - 114
B70 – Non-Standard Rate Maintenance	115 - 117
B74 – Waiting Period Maintenance	118 - 120
B76 – Vacation 10-Month Maintenance	121 - 123
Miscellaneous Screen	124 - 126
P64 – Leave Benefit Non-Accrual Maintenance	124 - 126
STATE SERVICE	
INTRODUCTION	127
Begin Balance	127
Out-of-Service	127
AUTOMATED STATE SERVICE	128 - 131
LAS Monthly Accrual	128
Full Time Position	128
Fractional Position - Civil Service	128
Fractional Position - CSU	128
Daily Leave Processing	128
Qualifying Employee Position (QEP)	129

CHAPTER/SUBJECT	PAGES
PAR/PPT Item 715	129 - 130
Voids of PAR/PPT Item 715	130
Automated Accrual Exceptions	130 - 131
ON-LINE PROCESSING	132 - 133
Introduction	132
Retroactive Employment History Transactions	132 - 133
Corrections/Voids	133
STATE SERVICE SCREENS	134 - 146
Overview	134
Screen Navigation	134
Process and Go	135
Function Keys	135
S14 - State Service History Summary Inquiry	136
S16 - State Service Transaction History Inquiry	139 - 140
Position Selection	141
S50 - State Service Transaction Entry	142 - 143
State Service Transaction Descriptions	143
S52 - State Service Void Transaction Entry	144 - 145
MESSAGES	
ON-LINE SYSTEM MESSAGES	146
Introduction	146
On-line Message Location	146
LEAVE MESSAGE SYSTEM (LMS)	147
Introduction	147
Message Sources - Origin Codes	147 - 148
Payroll Input Process - PIP	147
Daily Leave Processing - DLP	147
LAS Monthly Accrual Cycle - LPR	147
Magnetic Tape Process – MAG	148
Personal Holiday Accrual Cycle – PHP	148
Employment History Process – EHI	148
Leave Message System Eligibility Maintenance – LSE	148
Screen Description	148 - 149
Navigation	149
Leave Message System Access	149 - 150

CHAPTER/SUBJECT	PAGES
LMS Screens	151 - 160
Leave Message Agency/Reporting Unit Selection	151
Leave Message Batch Selection	152 - 154
Batch Message Inquiry	155 - 156
Leave Batch Purge Date Modification	157 - 158
Employee Message Inquiry	159 - 160
<u>MESSAGE LISTING</u>	161 - 194
REPORTS & DOCUMENTS	
<u>LAS WORKSHEET</u>	195 - 200
Introduction	195
Employee Worksheet Information	195
Accrued Benefit Worksheet Information	195
Transaction Worksheet Information	195
Employee Worksheet (Civil Service)	196
Accrued Benefit Worksheet	197
Employee Worksheet (CSU)	198
Transaction Worksheets	199 - 200
<u>LEAVE ACTIVITIES & BALANCES (LAB) REPORT</u>	201 - 206
Introduction	201
Time Frame	201
Print Order	201
Benefit Print Criteria	202
LAB Report Field Definitions	202 - 204
Messages	204 - 205
LAB Not Received	205
LAB Sample	206
<u>STATEMENT OF EARNINGS & DEDUCTIONS</u>	207 - 214
Introduction	207
Request Procedure	207
Sort Order of Leave Benefits	208 - 210
Description	209 - 210
Messages	210
Employee Notification	211
Sample Earnings Statement	212
Sample Employee Notification Letter	213 - 214

CHAPTER/SUBJECT	PAGES
<u>EMPLOYEE STATEMENT OF LEAVE INFORMATION</u>	
- CIVIL SERVICE	215 - 221
Introduction	215
Use	215
Field Definitions	215 - 216
Messages	216 - 219
Employee Statement Sample	220
Blank Employee Statement	221
<u>EMPLOYEE STATEMENT OF LEAVE INFORMATION</u>	
- CSU	222 - 224
Introduction	222
Use	222
Messages	222
Employee Statement Sample	223
Blank Employee Statement	224
<u>BENEFIT OVER MAX REPORT</u>	225 - 228
Introduction	225
Time Frame	225
Order	225
Field Definitions	225 - 226
Messages	226 - 227
BOM Sample	228
<u>REPORT CAPABILITY</u>	230
Report Capabilities Using MIRS	230
Report Capabilities Using CIRS	230
Report Capabilities Using Mark IV	230
<u>COMPENSATING TIME OFF AGING REPORT</u>	230 - 231
Introduction	230
Field Definitions	230
Compensating Time Off Aging Report Sample	231
<u>MANAGEMENT INFORMATION RETRIEVAL (MIRS) REPORTS</u>	232
Introduction	232
Request Procedures	232
 GLOSSARY	
<u>GLOSSARY</u>	233 - 235
 MISCELLANEOUS	
<u>Leave Accounting Phone Liaison</u>	236
<u>Payroll Processing Center ID List</u>	237 - 241

LAS SYSTEM INFORMATION

Introduction	The Leave Accounting System (LAS) provides on-line capabilities for tracking and recording leave accounting records and data. It reduces the workload associated with a manual leave accounting process and provides access to accurate and timely leave information.
Overview	LAS performs a variety of functions necessary to accurately track leave system eligibility, State Service credits and Leave Benefit activity. By utilizing automated processes controlled by table sensitive data and on-line system access for user input, LAS provides an accurate and timely account of Leave Benefit and State Service current and historical activity.
CLAS Web Site	The CLAS web site can be accessed at: http://www.sco.ca.gov/ppsd_clas.html
System Eligibility	An employee's leave system eligibility status (i.e. whether or not an employee qualifies to participate in the leave system) is determined by the leave system based on Employment History (EH) and leave system transactions. If the employee is identified as eligible the leave system will create an Employee Position History (EPH) record which indicates the employee is "leave system eligible" (LSE). The employee's leave system eligibility status provides the basis for all leave accounting processes and activities. All EH transactions that may impact the leave accounting process are audited for potential impacts to leave system eligibility (refer to "LEAVE SYSTEM ELIGIBILITY").
State Service Maintenance and Inquiry	State Service is automatically posted monthly for each employee that has a qualifying leave period. State Service on-line screens display information such as detailed transaction history and monthly summaries that will display beginning balances, time worked transactions, credits and ending balances. The CLAS will maintain 5 years of history plus the current year (up to 72 months). State Service is used as the basis for accrual posting of Vacation, Sick Leave, Annual Leave and Educational Leave during the CLAS Monthly Accrual cycle or in Daily Leave Processing for Roll Code 3 employees. CLAS Users also have the ability, by using the on-line Leave Accounting System, to update and correct State Service transaction information.

**Leave Benefit
Maintenance and
Inquiry**

Department/campus users can update and correct Leave Benefit transaction information. CLAS will maintain 5 years plus the current year (up to 72 months) of history. Historical information includes detailed transactions, monthly summaries of credits, debits, misc. entries, benefit balances and detailed information. Special on-line screens are used to display characteristics unique to specific benefits (such as Waiting Period dates).

Currently CLAS handles the following benefits:

Activist Release Time Bank	Paid Education Leave
Administrative Time Off	PARR – Lawsuit Settlement
Annual Leave	Personal Day
Bereavement Leave	Personal Holiday
Compensating Time Off	Personal Leave Program
Continuing Medical Education	Personal Leave Program 2003
Dock	Personal Leave Time
Educational Leave	Probationary Hours
Emergency Military Leave	Professional Leave
Excess Hours	Professional Training
Family & Medical Leave Act	Seniority Points
Funeral Leave	Sick Leave
Holiday Comp Time Off	Subpoenaed Witness
Holiday Credit	Survivor Benefit Donation
Holiday Informal Time Off	TAU-Days Limit
Jury Duty	Union Conference/Training
Maternity/Paternity/Adoption	Union Paid Leave
Medical Officer Of The Day	Union Time Off
Mentor Leave	V-Time
Military Leave	Vacation
On Call Assignment	Vacation Bank
Official Union Business	Voluntary Personal Leave

**Payroll Input
Process (PIP)**

In addition to entering transactions via the on-line CLAS, the PIP system is used on a monthly basis to input leave Earnings ID's. The majority of leave transactions can be entered on PIP. The primary document for keying Leave Benefit transactions is the Form 672 (Time and Attendance Report). Earnings ID's "VA01" (Vacation-usage) and "SLO1" (Sick Leave - usage) are preprinted for all negative (Roll Code 1 and 2), semi-monthly (Roll Code 8) and hourly positive (Roll Code 3) employees. Other Leave Earnings ID's may also be entered with your payroll transactions on PIP (refer PIP section in this manual).

**Leave Message
System**

CLAS has an on-line Leave Message System. The Leave Message System will display messages generated from Employment History eligibility, PIP, Mag Tape, Leave Benefit and State Service transactions. These messages can be accessed on-line and should be reviewed carefully. Transactions that receive messages will be posted on the Leave Message System the following day.

Data Access

Access to employee records on CLAS is determined by the EPH records. (Refer to "Employee Position History") Once the PAR/PPT has processed and an EPH record has been generated, the employee record can only be accessed by the most current employing agency/campus.

Leave Letters

Leave Letters are available on the internet at:
http://www.sco.ca.gov/ppsd_sco_letters.html

Annual Purge Process

CLAS will maintain 5 years of history plus the current year (up to 72 months of history). The database will be purged on an annual basis each December. A Purge Balance/Begin Total transaction will be posted. For further information, please refer to Leave Letter #00-016.

SYSTEM AVAILABILITY

On-line Keying

On-line keying is available 7:00 AM - 6:00 PM Monday through Friday, and 7:00 AM to 4:00 PM on Saturday (see “Civil Service Decentralized” calendar or “CSU Decentralized” calendar).

Extended Hours

To request extended hours for Civil Service departments, refer to the Personnel Action Manual (PAM), Systems Information Section.

AUTOMATED MONTHLY ACCRUALS

CLAS Monthly Accrual Cycle

CLAS Monthly Accrual Cycle is run on approximately the 8th workday of each month (refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar). During this process State Service and accruals for Vacation, Sick Leave, Annual Leave and Educational Leave are posted on CLAS for negative (Roll Code 1 and 2), bi-weekly (Roll Code 7) and semi-monthly (Roll Code 8) employees. Employees who do not have a qualifying leave period (e.g. had a non-qualifying pay period) will not receive accruals for that leave period.

Personal Holiday Accrual Cycle

On approximately the 2nd workday each month the Personal Holiday Accrual Cycle will generate and post applicable Personal Holiday credits.

ON SCOPROD

Information

CLAS on-line system is accessed from the SCOPROD monitor. Since SCOPROD also contains PIP, PIMS, CSUC and other applications it is easy to move from one application to another.

Logon

- (1) Logon to SCOPROD
- (2) After receiving message "SIGN-ON IS COMPLETE"
Key:

LAS

- (3) Press ENTER (The "LEAVE ACCOUNTING SYSTEM
MAIN MENU" will appear). See page A6.

LAS		
DTH35041	10:11:26	SIGN-ON IS COMPLETE

Note: CLAS has an automatic logoff feature. After 30 minutes of inactivity you will be automatically signed off CLAS. You then have the option of (1) logging back onto CLAS by clearing then screen and re-entering "LAS" or (2) logging off SCOPROD or (3) accessing another application.

Logoff

- (1) Press the CLEAR key until a blank screen is received.
- (2) Key: **LOGO** (short for Logoff)

OR

You can access another SCOPROD application by keying the desired system name (example PIMS, HIST, etc.).

- (3) Press the ENTER key.

LEAVE ACCOUNTING SYSTEM MAIN MENU

LASF044

LEAVE ACCOUNTING SYSTEM MAIN MENU

----- INQUIRY ACTIONS -----		----- UPDATE ACTIONS -----	
B10	LB INQUIRY	B50	LB TRANSACTION ENTRY
B12	LB DETAIL INQUIRY	B52	LB VOID TRANSACTION ENTRY
B14	LB HISTORY SUMMARY INQUIRY		
B16	LB TRANSACTIN HISTORY INQUIRY	S50	SS TRANSACTION ENTRY
B18	LB CHARACTERISTICS HISTORY INQUIRY	S52	SS VOID TRANSACTION ENTRY
B20	LB LIST		
		P62	LV SYSTEM ELIGIBILITY MAINT
S14	SS HISTORY SUMMARY INQUIRY	P64	LB NON-ACCRUAL MAINT
S16	SS TRANSACTIN HISTORY INQUIRY		
P18	EMPLOYEE POSITION HISTORY INQUIRY		
	----- MISCELLANEOUS ACTIONS -----	B66	LB ADD
		B68	LB ESTABLISHMENT PRD MAINT
		B70	NON-STANDARD RATE MAINT
		B74	WAITING PRD MAINT (CS/EX)
		B76	VAC 10-MONTH MAINT (CS/EX)
MSG	LV ACCOUNTING MESSAGES		
PIP	PAYROLL INPUT PROCESS		

ACTN:___SSN:___-___-___LB:___LV PRD:___

PF4 = REFRESH PH12 = PRINT CLEAR = EXIT

The Leave Accounting System Main Menu displays the various options which are available.

To Request a specific screen enter the three digit Action Code in the ACTN: field along with the employees Social Security Number (SSN: field). You will also be required to enter a Leave Benefit (LB: field) and/or Leave Period (LV PRD: field) if applicable.

Leave Accounting screens display the following information or are used to take the following actions:

INQUIRY ACTIONS

Action Code	Screen Name	Description
B10	LB Inquiry	Displays all current Leave Benefit balances.
B12	LB Detailed Inquiry	Shows current information for a specific Leave Benefit.
B14	LB History Summary Inquiry	Lists a monthly summary of debits, credits and miscellaneous entries and balances for a specific Leave Benefit.

GENERAL INFORMATION – PAGE 9

Leave Accounting System Main Menu

Rev. 07/05

<u>Action Code</u>	<u>Screen Name</u>	<u>Description</u>
B16	LB Transaction History Inquiry	Identifies detailed transaction history for a specific Leave Benefit.
B18	LB Characteristics History Inquiry	Has information regarding the characteristics for a specific Leave Benefit (ex: Waiting Period).
B20	LB List	Will display all Leave Benefits that were ever active for the employee.
S14	SS History Summary Inquiry	Lists a monthly summary of State Service activity and balances
S16	SS Transaction History Inquiry	Identifies detailed transaction history of State Service entries.
P18	Employee Position History Inquiry	Lists a CLAS record (EPH) from selected leave affecting Employment History information. These records are stored on the CLAS and used for Leave Benefit and State Service processing.

UPDATE ACTIONS

B50	LB Transaction Entry	Used to key on-line Leave Benefit transactions.
B52	LB Void Transaction Entry	Enables user to void a selected transaction entry for a Leave Benefit.
S50	SS Transaction Entry	Used to key on-line State Service transactions.
P62	LV System Eligibility Maint	Is used to manually designate an employee "leave system eligible" (LSE) or "not-leave system eligible" (NLSE).
P64	LB Non-Accrual Maint	Is used to enter non-accrual months for 9/12, 10/12 & 11/12 Pay Plan employees and to identify to CLAS Non-Payroll Status (340/341 PAR's) and Temp. Separation non-accrual months.

GENERAL INFORMATION – PAGE 10

Leave Accounting System Main Menu

Rev. 07/05

<u>Action Code</u>	<u>Screen Name</u>	<u>Description</u>
B66	LB Add	Used to add accrual type benefits that are new to CLAS for an employee.
B68	LB Establishment Period Maintenance	Used to add, modify or delete Establishments Periods for accrued Leave Benefits that have been previously established on CLAS.
B70	Non-Standard Rate Maintenance	Used to add, modify or delete a Non-Standard rate for a Leave Benefit.
B74	Waiting Period Maintenance	Used to add, modify or delete a Waiting Period for a Leave Benefit.
B76	Vac 10-Month	Used to add, modify or delete an employee's enrollment in Vacation 10-Month.

MISCELLANEOUS ACTIONS

MSG	LV Accounting Messages	Will take the user to the on-line Leave Message System.
PIP	Payroll Input Process	Will take the user to the PIP Time and Attendance Menu.

SYSTEM NAVIGATION

There are four fields located at the bottom of all CLAS screens that are used to navigate through the leave system. They are the ACTN (Action), SSN (Social Security Number), LB (Leave Benefit) and LV PRD (Leave Period.)

Access to all screens on the leave system requires entry of the three digit Action Code in the ACTN field. All screens (except MSG and PIP) also require a Social Security Number. Some screens also require the Leave Benefit and/or Leave Period.

ALL SCREENS CAN BE ACCESSED FROM ANY OTHER SCREEN

The information entered in the ACTN, SSN, LB and LV PRD fields is retained by the system when moving from one screen to another. If this information is needed to move to another screen it is not necessary to re-enter the data. The system will remember what was previously entered (although it will not be displayed) and use that information for movement.

Exception: When requesting a screen that requires a Leave Period for access, the LV PRD field may need to be re-entered (a message will display when required).

Example: User requested the “LB Detailed Inquiry screen” by entering the following:

ACTN: B12 SSN: 999-99-9999 LB: VA LV PRD: ____ ____

After reviewing the screen the user wishes to access the “LB Void Transaction Entry” screen for the same employee and same Leave Benefit.

Although the SSN and LB fields are required, only the ACTN field Must be completed since SSN and LB are not changing. The “Leave Benefit Void Transaction” screen can be requested by entering the following:

ACTN: B52 SSN: ____ ____ ____ LB: ____ LV PRD: ____ ____

NOTE: **Returning to the Leave Accounting System Main Menu will erase any previous data in the 4 input fields. In addition, access to the Leave Message System (MSG) or Payroll Input Process (PIP) system must be made from the CLAS Main Menu.**

PROCESS AND GO

Introduction

The Leave Accounting System has "Process & Go" capabilities. That is, the ENTER key is pressed only once to "PROCESS (update) data and "GO" (advance) to the screen requested in the Action Line. When keying data the user has two options.

1. After keying data, press ENTER. Key information in the Action Line Fields to proceed to another record and press ENTER (a second time).
OR (using PROCESS & GO)
2. After keying data, key information in the Action Line Fields to request a different record and press ENTER (eliminating the need to press ENTER a second time).

If an error occurs when keying, data must be corrected or refreshed (PF4) before advancing to a new screen.

ACCESS

Subsystem Access From the Leave Accounting System Main Menu you can access the Leave Message System (MSG access code) or the Payroll Input Process system (PIP access code). For additional information regarding these subsystems refer to the "MESSAGE" and "PIP" chapters in this manual.

Inquiry Only Access CLAS offers a INQUIRY ONLY access option which allows staff (e.g., attendance coordinators) to view CLAS data, but prohibits them from updating (e.g., add, modify) the data. This is done by submitting a PSD125A with an "I" displaying for CLAS indicating the employee will have "Inquiry only" access. A user with INQUIRY ONLY access will be able to view CLAS information for all employees' Social Security Numbers are available to that user). A comprehensive Self Study Reference Guide is available for staff that are new CLAS users and are given INQUIRY ONLY access.

For information on how to obtain INQUIRY ONLY access for staff, please refer to Leave Accounting Letter #96-007 or call the Leave Accounting Liaison at (916) 327-0756 or (CALNET) 467-0756.

CRITICAL DATES

Introduction

After your department/campus has completed conversion to CLAS, the ongoing process of maintaining, updating, processing leave records and the timeframes associated with these activities will occur at approximately the same time each month. Listed below are critical timeframes, which will occur each month.

For the specific dates of these, or any future new activities, refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar.

CLAS Monthly Accrual Cycle

Is run on approximately the 8th work day each month. This process will post State Service when a negative (Roll Code 1 or 2), bi-weekly (Roll Code 7) or semi-monthly (Roll Code 8) employee has a qualifying leave period. Based on State Service, accruals for Vacation, Sick Leave, Annual Leave and Educational Leave are also posted. It is important to have all PAR/PPT transactions effecting leave eligibility, accruals or non-qualifying pay periods posted by this date.

Personal Holiday Accrual Cycle

On approximately the 2nd work day each month the Personal Holiday Accrual Process will generate and post applicable Personal Holiday credits for employees whose waiting periods end during the month or when identified in bargaining unit contracts.

Leave Activities and Balances (LAB) Report

Is produced on approximately the 11th workday each month. This report identifies the previous month's transactions and gives updated information on the employee's current Leave Benefits and balances.

To reflect accurate and timely information on the LAB it is important for the department/campus to have completed all transaction entries for the previous Leave Period. This includes PIP, or mag tape Leave Benefit entries, as well as, any on-line transactions.

TRANSACTION AND EH PROCESSING TIMEFRAMES

Introduction	Four types of processing schedules are used with CLAS. They include Employment History, PIP, the on-line CLAS and Mag Tape. The system timeframes for processing transactions differ depending on the input method being used.
Employment History	PAR/PPT transactions keyed will process each night. Any changes to the Employee Position History records will display the next day.
PIP	Leave transactions are processed the night of the next available Payroll Cycle. Like PIP pay transactions, when No Payroll Cycle is scheduled, or the cycle is cancelled, transactions will be held until the next cycle is run.
On-Line CLAS	Transactions key on-line will immediately update CLAS records. Exception: LSE and NLSE on-line designations will reflect the following day.
Mag Tape	Transactions processed via magnetic tape will update CLAS records at night and reflect the following day.

ABENDS/ABORTS

Introduction

When the system fails while trying to process an on-line entry it will display either an "Abort" or "Abend" message.

NOTE: When this occurs the action the user was attempting to complete did not take place.

When an ABORT or ABEND condition occurs on CLAS:

1. STOP KEYING
2. CALL the Department of Technology Services for mainframe assistance.

Examples of both conditions are on the following page as they appear on the screen.

Example: ABORT Message

```

ADS/ONLINE REL 10.1 ***DIALOG ABORT INFORMATION*** ABRT
DC 173008
APPLICATION ABORTED. BAD IDMS STATUS RETURNED; STATUS=0326

DATE.....: 88.019          TIME.....: 13:33:03.76          TERMINAL.....:UCFLT21

ERROR OCCURED IN DIALOG.....: LASD103
                                AT OFFSET.....: 1AFC
                                IN PROGRESS.....: LASD103-PM
                                AT IDD SEQ NO...: 0026800

SEQUENCE
NUMBER          SOURCE :
0026700         MOVE DWRK-BATCH-ID TOR102-BATCH-ID
0026800         OBTAIN CALC R1002-PR-BATCH
0026900         ALLOWING (DB-STATUS-OK)

HIT ENTER TO RETURN TO DC OR ENTER NEXT TASK CODE:

```

Example: ABEND Message

```

DFH20051  TRANSACTION TP1  ABEND0069  IN PROGRAM UCGFCICS
                                11:05:28

```


LEAVE SYSTEM ELIGIBILITY

EMPLOYMENT HISTORY (EH) IMPACT

Introduction

This chapter contains information regarding the interfacing of the California Leave Accounting System (CLAS) with Employment History (EH). CLAS will automatically determine system eligibility based on PAR/PPT transactions existing on or keyed onto EH. Under certain conditions, identified in this chapter, the automated method may be unable to correctly identify an employee's eligibility or ineligibility. In these cases, an eligibility designation transaction can be keyed on-line (see LSE [LEAVE SYSTEM ELIGIBLE] / NLSE [NOT LEAVE SYSTEM ELIGIBLE] DESIGNATIONS in this chapter).

Employment History (EH) Processing

Information from PAR/PPT's for Appointments, Separations and Miscellaneous Change transactions, except those listed below in "PAR/PPT Exceptions", are used to create Employee Position History (EPH) records. PAR/PPT's processed on EH are evaluated by CLAS and, based on program criteria, data from the transactions is used to determine if an EPH record(s) should be created, deleted, ended or changed. The status of these EPH records determines system eligibility and is the basis for all leave processing. EPH records can be viewed on CLAS, see section "Employee Position History (EPH)" in this chapter. If PAR/PPT transactions fail to meet CLAS criteria, the system will ignore the transaction or in some instances will generate a message on the Leave Message system.

When retroactive PAR/PPT transactions affecting Leave Benefits or State Service are processed, CLAS will automatically create, end, delete or change EPH records. The system will not generate retroactive changes/corrections to Leave Benefits or State Service Transactions. Corrections to transactions posted or not posted on CLAS must be done on the various Leave Benefit and State Service screens.

**PAR/PPT
Exceptions**

- 1) CLAS will ignore PAR/PPT transactions keyed when an employee is designated Not Leave System Eligible (NLSE). For further information refer to , "LSE (LEAVE SYSTEM ELIGIBLE) / NLSE (NOT LEAVE SYSTEM ELIGIBLE) DESIGNATIONS".
- 2) The following Miscellaneous Change transactions have no impact to Leave Benefits or State Service and are ignored by CLAS:

125	416	555	710
130	430	560	711
215	440	565	712
325	445	645	716
330	455	702	718
345	505	703	825
350	545	704	MSA
355	550	705	SCR
			SIS

**Employee
Position
History (EPH)**

Information from PAR/PPT's for Appointments, Separations and Miscellaneous Change transactions, except those listed in "PAR/PPT Exceptions", are used to create, delete, end or change Employee Position History (EPH) records. EPH records contain data from EH and are used by CLAS to determine leave processing. Additional information regarding EPH records:

EPH records are not created during the PAR/PPT immediate update process. The PAR/PPT information is extracted and EPH records are created/modified in an overnight process.

If your department/campus converted employees in phases (e.g., Roll Code 3 converted at a later date than Roll Code 1), EPH records may be generated for dates that are prior to the phase (e.g., Roll Code 3) conversion date.

To view the EPH records on CLAS, access the P18 - Employee Position History Inquiry screen.

LEAVE SYSTEM ELIGIBILITY – PAGE 19

Employee Position Inquiry Access

Employee Position Inquiry Access

Key the following information in the Action Line fields:

ACTN: **P18** SSN: **777 22 0000** LB: __ LV PRD: __ __

Press the ENTER key. The Employee Position History Inquiry screen will display; see example below.

LASF039 TRNG		P18 - EMPLOYEE POSITION HISTORY INQUIRY							
SSN: 777-22-0000				NAME: PS SMITH					
PSN	POSITION	BEGIN	END		TIME	PAY	SAL		
SEQ	NUMBER	DATE	DATE	CBID	BASE	FREQ	PER	RNG	
01	510-011-5393-005	03/02/02	99/99/99	R01	FT	M	M	A	
01	510-011-5393-005	10/01/01	03/01/02	R01	001/002	M	M	A	
ACTN: _____ SSN: _____ LB: _____ LV PRD: _____									
PF4 = REFRESH PF7 = PREVIOUS PF8 = NEXT PF12 = PRINT CLEAR = MENU									

Employee Position History Inquiry Screen

The Employee Position History Inquiry screen displays EPH records with the most current record on top and the oldest at the end. END DATE of 99/99/99, indicates current and active.

PAR/PPT Item 715

CLAS uses Item 715 to identify a Leave Period as "Non-Qualifying" to prevent accruals of State Service and Benefits.

Permanent Separation or Transfer

When a PAR/PPT is keyed to permanently separate or transfer an employee to another department/campus not participating in CLAS, the system will automatically process the employee as system ineligible. State Service will be placed in an Out-Of-Service status and "End Dates" will be generated for EPH records and Leave Benefits to stop accruals.

Example: Employee separates 05/25/01. The system will place the employee's State Service Out-Of-Service as of 06/01 and will change the "End Leave Periods" to 05/01.

Temporary Separations

PAR/PPT transactions keyed for temporary separations* prevent the employee from automatically accruing Leave Benefits and State Service by generating a Temp Sep Begin Leave period on the "P64 - Non-Accrual Maintenance screen". When the PAR/PPT is keyed to return the employee, a Temp Sep End Leave Period is generated on the P64 screen. Leave Benefits and State Service will again automatically accrue.

Note: Item 715 must be completed to disqualify the Leave Period or State Service and Leave Benefit accruals will be posted for the Leave Period of the Temporary Separation effective date and return date.

If an employee is entitled to an accrual while on Temporary Separation, you must manually key the accrual transaction(s). See the "State Service Transaction Entry" screen in the "STATE SERVICE" chapter and "Leave Benefit Transaction Entry" screen in the "LEAVE BENEFITS" chapter.

* Exception: Disability Retirement transactions (S71) are treated as permanent separations by CLAS.

Non-Payroll Status

Non-Payroll Status is the period of time encompassed in a 340/341 PAR Miscellaneous Change Transaction. During this period, the employee will automatically accrue State Service but will not accrue Leave Benefits.

Employees Not On CLAS

The following criteria identify conditions for employees who will NOT be included on CLAS:

- 1) Indeterminate Time Base (Time Base = IND)
- 2) Food & Agriculture District Appointment (Agency Code 014, Reporting Unit 000)
- 3) Non-paid or Maintenance Only Appointments (Sal Per and Based On Salary = 0 AND Special Pay Not = V)
- 4) Emergency Appointment (Appt Tenure = E)
- 5) Retired Annuitant Appointment (Appt Tenure = R)
- 6) Casual Employment Appointment (Comp Type = T)
- 7) Statutory Exempt (Class Type = L), except the following class codes that WILL be included on CLAS: 1571, 1572, 1573, 1574, 3250, 3253, 3480, 3488, 5004, 5027, 5052, 5485, 5487, 5716, 6609, 9102, 9105, 9234, 9541, 9736 and 9740.
- 8) CSU Class Codes are 0050, 0099, 0100, 1150, 1151, 1800, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 2158, 2160, 2282, 2325, 2326, 2336, 2337, 2355, 2368, 7171 or 7172.
- 9) Positive pay employees in roll code 5, 6 & 8 (for some depts.)
- 10) DPA Exempt (Class Type = F), class codes 0372, 0626, 1993, 1994, 5628, 5724, 5818, 5824, 6241 or 9980.
- 11) CSU Employees with multiple hourly rates, (i.e., Salary MHR: A) 25.80, B) 37.56, & C) 49.32 of PPT).

POSITION SEQUENCE NUMBER (PSN SEQ)

Definition Of Position Sequence Number All Employment History positions are assigned a Position Sequence number (PSN SEQ). The PSN SEQ number for an employee who has NEVER held an additional/multiple position is "01". For an employee who currently holds or previously held additional/ multiple positions, a PSN SEQ number is assigned sequentially to each additional/multiple position.

CLAS PSN SEQ Restriction Only one PSN SEQ is allowed on CLAS. Once an employee is added to CLAS, the employee's Social Security Number and PSN SEQ are permanently established on the system.

Once a PSN SEQ is on the system, no other PSN SEQ is allowed on CLAS (e.g., an employee is on CLAS in a CSU position, PSN SEQ 01, then separates from the CSU position and is hired by a Civil Service department in PSN SEQ 02. Because CLAS recognizes only one PSN SEQ, in this case PSN SEQ 01, this employee cannot be added to CLAS in POS SEQ 02). A different PSN SEQ can be established only when an Employee Delete is requested. See "Employee Delete Process". CLAS in POS SEQ 02). A different PSN SEQ can be established only when an Employee Delete is requested. See "Employee Delete Process".

- Employee's eligible to earn state service and leave benefits in additional/multiple positions should be designated "NLSE" (Not Leave System Eligible) in one of the Position Sequences.

Employee Delete Process To reduce the manual tracking of an employee's leave record when the position sequence has changed, a process to delete the old position sequence has been developed. This process, **EMPLOYEE DELETE**, removes the old record, which includes position sequence and all existing history on CLAS. Once deleted, a new position sequence can be established on CLAS. To request an Employee Delete, contact the Leave Accounting Liaison Unit.

Identifying Multiple PSN SEQ To determine if your employee has more than one Position Sequence number, access the "EMPLOYEE POSITION NUMBERS" screen on the PIMS/CSUC application or the "PAYMENT DETAIL" screen on the HIST application. See "PSN Inquiry Example" in this section.

**PSN Inquiry
Example**

To identify the Position Sequence Number, logon to the PIMS or CSUC application. Key the employee's Social Security Number next to PSN inquiry. Although the Position Sequence Number is not displayed on the "EMPLOYEE POSITION NUMBERS" screen, the positions are listed sequentially in Position Sequence number order; first position displayed would be Position Sequence 01, the second displayed would be 02, etc. See example below.

EMPLOYEE POSITION NUMBERS						
SSN # 777-22-0000			NAME: SMITH, PAUL S			
EMPLOYEE SERVICE			RETIRE		EAR DOC # 0011	
POSITION NUMBER	SERV	SEP	DOC #	ACCT CODE	TIME BASE	
245-111-1126-008		S	0004	08	01/02	
100-142-1181-901		S	0021	95	INT	
510-011-5393-005			0025	08	FT	

In the above example:

- 1) position "245-111-1126-008" is Position Sequence 01
- 2) position "100-142-1181-901" is Position Sequence 02
- 3) position "510-011-5393-005" is Position Sequence 03

**Payment
Detail
Example**

The Position Sequence Number is also identified on the HIST application, "PAYMENT DETAIL SCREEN". The Position Sequence Number is located to the right of the employee's position number.

LEAVE SYSTEM ELIGIBILITY – PAGE 23
Payment Detail Example

P/N										- PAYMENT DETAIL -										PAGE 01			
000-88-0000 PS SMITH 510-011-5393-005										03				CBID: RO1S									
PAY		A/R OR		DATE		ORIGIS		CLEAR		LS/PP		TIME		PAID		GROSS		NET		SUSP			
PERIOD		WARRANT #		MODYR		MODYYR		NO.				DY		HR/UNT						CODE			
0-08-01		08239835		090102				10147				99				4139.00		2403.99					
CRPPASGS		WW		OT R S		SALARY		TIME		SALARY		TRANS		BATCH/PSD FILE #									
TLTSCDTP		G		CD G T		TOTAL		BASE		FULL													
		FLS																					
		A																					
1 1 0 0 1		2		A 1		4139.00				4139.00													
<<-----RETIREMENT----->>										<<-----FEDERAL TAX----->>										MISC			
SUBJ		W/H		ST-SHR		ID/		RATE		GROSS		W/H		FD		EX		GROS					
4139.00		181.30		511.17		08*		0.05000		3459.70		438.96		M		00		S					
<<-----SOCIAL SECURITY----->>										<<-----STATE TAX----->>										.00			
EE		EE W/H		ER		GROS		ER W/H		GROSS		W/H		CA		EX		EXT		ERNS			
GROSS						S														ID			
3941.00		244.34		3941.00				244.34		3459.70		91.38		M		00		00		1-			
<<-----MEDICARE----->>										<<-----2ND STATE TAX----->>										2-			
EE		GROS		EE W/H		ER		GROS		ER		W/H		GROSS		W/H		EX		3-			
S						S																	
3941.00		57.14		3941.00				57.14				.00		.00		00				BF			

The Position Sequence in the above example is “03”.

LSE (LEAVE SYSTEM ELIGIBLE) / NLSE (NOT LEAVE SYSTEM ELIGIBLE) DESIGNATIONS

Eligibility Criteria

CLAS eligibility is determined automatically by the system. In exceptional cases where the system cannot determine the employee's eligibility, a designation transaction must be keyed on-line using the "P62-Leave System Eligibility Maintenance" screen. Once the LSE or NLSE designation transaction is keyed, it is extracted and processed overnight.

Not Leave System Eligible (NLSE)

When you have determined the system cannot correctly process the Leave Benefits/State Service for an employee (e.g., employee is in additional/multiple positions with both positions subject to Leave Benefits and State Service), key a NLSE designation.

All PAR/PPT transactions keyed for an employee designated NLSE will be ignored by CLAS.

Note: Employees will remain NLSE until a LSE designation is keyed. Refer to Job Aid - "NLSE Not Leave System Eligible".

Leave System Eligible (LSE)

There are two identified conditions that will require manual system eligibility designation:

- 1) If the employee was designated NLSE and because of a change to his/her eligibility, the employee is now system eligible.

EXAMPLE: Employee is in two positions, Position Sequence 01, which is designated NLSE and Position Sequence 02. The employee then separates from Position Sequence 02. The employee is now only in one position and can be added to CLAS by keying a LSE designation transaction for Position Sequence 01.

- 2) An Employee Position History (EPH) record is not created the day after a PAR/PPT is keyed for an employee who has never been on CLAS.

When an employee meets one of the above conditions, an LSE designation must be keyed on the "P62-Leave System Eligibility Maintenance". Once the designation is processed, EPH records will be created based on the employee's Employment History.

LEAVE SYSTEM ELIGIBILITY – PAGE 25

P62 – Leave System Eligibility Maintenance Screen Access

P62-Leave System Eligibility Maintenance Screen Access

Key the following information in the Action Line fields:

ACTN: **P62** SSN: **777 22 0000** LB: ____ LV PRD: ____

Press the ENTER key. The Leave System Eligibility Maintenance screen will display.

To update the designation of an employee, key information in the input fields. See instructions below:

PSN SEQ: **01** (key the desired Position Sequence)

AGENCY/RPT UNIT: **051 001**

(key the most current Agency Code and Reporting Unit for the Position Sequence)

Note: The Agency Code/Reporting Unit must reflect the most current information which may not match the EH position held during the effective date of this transaction.

LEAVE SYSTEM ELIGIBLE: **Y** (key Y = Yes, eligible
N = No, not eligible)

EFFECTIVE DATE: **02 01 02**

(Key effective date. When the LEAVE SYSTE ELIGIBLE field is Y, the effective date should reflect Beginning of Business; when the field is N the effective date should reflect Close of Business.)

When data has been keyed, update the screen by pressing the ENTER key.

REMINDER: Eligibility designation is an overnight process. It is NOT immediate update; therefore, you will not see the change in eligibility until the next day.

LASF040					
P62 - LEAVE SYSTEM ELIGIBILITY MAINTENANCE					
SSN: 777-22-0000			NAME: PS SMITH		
PSN SEQ:		01	AGENCY/RPT UNIT:		051 001
LEAVE SYSTEM ELIGIBLE:		Y	EFFECTIVE DATE:		02 01 02
PSN SEQ	USER DESIG STATUS	EFF DATE	PSN SEQ	USER DESIG STATUS	EFF DATE
01	NLSE	010102			
ACTN: _____ SSN: _____ LB: _____ LVPRD: _____					
PF4=REFRESH PF12=PRINT CLEAR=MENU					

NOTE: This screen is NOT a history of LSE/NLSE designations. Only the current designation displayed on the screen is used to determine Leave Benefit and State Service processing.

LSE/NLSE Transaction Error/Problems

LSE/NLSE designation transactions keyed with one of the following conditions will generate an error message in the Leave Message System:

- a different Position Sequence exists on CLAS
- Position Sequence keyed does not exist on Employment History (EH)
- employee's EH is Out-Of-Service
- employee's SSN does not exist on EH
- employee designation effective date does not correspond with EH (e.g., effective date of LSE transaction is before the employee was appointed).
- Agency Code does not match employee's current or last Agency Code.

PROCESSING INFORMATION

Eligibility Processing

Transactions used to determine CLAS system eligibility, such as PAR/PPT transactions, LSE and NLSE designations, are extracted daily for overnight processing. The results from keying a PAR/PPT, LSE or NLSE transaction will not be visible on-line until the next day.

Processing Priority

PAR/PPT's keyed on EH are processed for an employee in effective date order with the oldest effective date processed first. After the PAR/PPT's are processed the LSE/NLSE designation transactions are processed. If more than one designation transaction is keyed for the same employee on the same day, the system will process the transactions in the order in which they are keyed. The first designation keyed will be processed first, the second designation keyed is processed second and so forth.

Note: Designation transactions are not processed in effective date order.

PAYROLL INPUT PROCESS (PIP)

PROCESSING PROCEDURES

Introduction

The PIP system will be the primary method used for inputting leave transactions on a monthly basis. The majority of leave transactions can be entered on PIP. For transactions not keyed on PIP, the CLAS on-line system will be used.

This section contains information to be used in conjunction with the Payroll Procedures Manual (PPM). Refer to the PPM for PIP instructions regarding coding requirements for Payroll transactions, general document completion and keying instructions.

In this chapter you will find the coding requirements and special information regarding the documenting of Leave Benefit transactions to be keyed on PIP.

Documentation

There are two documents used to key Leave Benefit transactions (Earning ID's) on PIP:

- 1.) The primary document for keying Leave Benefit transactions is the preprinted Form 672 (Time and Attendance Report). Earnings ID's "SL01" (Sick Leave - Self) and "VA01" (Vacation usage) are preprinted for negative roll employees (rolls 1 and 2) and can include employees not eligible for the benefits (e.g., employees who are in Annual Leave). Any additional Earnings ID's for leave transactions must be added to the Form 672.

NOTE: For semi-monthly employees, use second half Form 672.

- 2.) Leave transactions not requested on the Form 672 may be documented on the STD. 671 (Miscellaneous Payroll/Leave Actions form).

PIP Access

General coding instructions can be found in the PPM. To identify the correct Earnings ID for the desired Leave Benefit action, refer to the "EARNINGS ID CHART".

NOTE: Alternate Funding Position/Code will not be posted on CLAS (for Cash Out and Buy Back refer to "Special Earnings ID Process")

The PIP System can be accessed via the regular logon procedures found in the PPM or from the "LEAVE ACCOUNTING SYSTEM MAIN MENU" on CLAS. To access PIP from the CLAS Menu, key "PIP" in the ACTN field, as shown below.

ACTN: **PIP** SSN: ____ _ LB: ____ LV PRD: ____

Press the ENTER key (the PIP "TIME & ATTENDANCE MENU" will display).

Keying

Upon documentation completion, the data from the Form 672/STD. 671 is keyed onto the PIP system. Specific instructions regarding keying are located in the PPM.

After the PIP batches are "closed", they are extracted from the system (batches are not extracted on days with "No Payroll Cycle"). Extraction processing will determine whether to generate a Payroll and/or Leave Benefit transaction based on the Earnings ID. Payroll transactions are processed by the Payroll System to generate pay; Leave Benefit transactions are processed by CLAS to update benefits.

**Special
Earnings ID
Processing**

Some Earnings ID's (Leave Benefit Transactions) will be processed by both CLAS and the Payroll system. The following Earnings ID's will post a Leave Benefit transaction on CLAS and generate payment through the Payroll System:

PAYROLL INPUT PROCESS – PAGE 30

Special Earning ID Processing (cont.)

Rev. 10/04

Buy Back:	Annual Leave (AL34) Personal Holiday (PH34) Vacation (VA34) Holiday Credit (HC34)
Cash Out:	Annual Leave (AL36) Personal Holiday (PH36) Personal Leave Program (PL36) Vacation (VA36) Voluntary Personal Leave (PV36) PLP 2003 (LD36)

Coding requirements for the above Earnings ID's can be found in the "EARNINGS ID CHART".

Exception Buy Back/Cash Out

For "Cash Out" of Compensating Time Off (CTO), Holiday Compensating Time Off, Excess Hours, V-Time, Medical Officer of the Day, Personal Leave Time, or "Buy Back" of Personal Leave Program or Personal Leave Time, you must document and key TWO Earnings ID transactions. Document and key a Leave Benefit Earnings ID to update CLAS (see "EARNINGS ID CHART" in this chapter) and a Payroll Earnings ID to generate pay (refer to the PPM for Payroll Earnings ID).

Alternate Funding Position/Code

Earnings ID's keyed using Alternate Funding Codes will issue payments in the Alternate Funding Position. The leave transaction will be posted based on the Employee Position History record on CLAS.

Processing Problem

Because these Earnings ID's generate two transactions that go into different systems (CLAS and Payroll), one transaction may work while the other transactions rejects. Refer to the following conditions below before re-keying transactions.

- **PAY ISSUES BUT LEAVE BALANCE IS NOT UPDATED**

If pay is generated, but the Leave Benefit balance is not updated, access the Leave Message System to determine the reject condition. If the action to be taken is to re-key the transaction, **DO NOT RE-KEY THE TRANSACTION ON PIP**. Re-keying using the same Earnings ID on PIP may result in a duplicate payment. Key the transaction on CLAS, using the same Earnings ID on the "B50-Leave Benefit Transaction Entry" screen .

- **LEAVE BALANCE IS UPDATED BUT NO PAYMENT ISSUED**

If the Leave Benefit balance is updated, but no payment is issued, key a Payroll Earnings ID (see PPM for appropriate Earnings ID) on PIP. Payroll Earnings ID's listed in the PPM will generate pay and will not process in CLAS.

Error Messages

In addition to on-line messages received while keying transactions, you will also have available processing error messages. When a Leave Benefit is keyed on PIP and is rejected by CLAS, an error message will be generated. These processing messages can be found on CLAS by accessing the Leave Message System.

EARNINGS ID CHART

Chart Contents

The following chart identifies the coding requirements for Leave Benefit Earnings ID's. The Leave Benefits are listed in alphabetical order.

Note: The Leave Benefit Earnings ID identifies the Leave Benefit and type of action. The first 2 characters (alpha) identify the Leave Benefit; the last 2 characters (numeric/alpha) identify the type of action (Transaction Type). For example, Medical Officer of the Day (MO = alpha) use (01 = numeric) would be MO01.

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Administrative Time Off	Use	AT01	Hours	Blank
Use – Continuous Hours	Use	ATCH	Hours	Blank
Use – Disaster Relief Volunteer	Use	ATDR	Hours	Blank
Annual Leave	Use	AL01	Hours	Blank
In Lieu of Sick	Use	AL04	Hours	Blank
In Lieu of Family Sick	Use	AL71	Hours	Blank
Family School Partnership	Use	AL70	Hours	Blank
Family Sick (AB109)	Use	AL72	Hours	Blank
Use - A/R	Use	ALAR	Hours	Blank
Extended Bereavement	Use	ALBL	Hours	Blank
Use - Disaster Relief Volunteer	Use	ALDR	Hours	Blank
Family Activity	Use	ALFA	Hours	Blank
Family Crisis	Use	ALFC	Hours	Blank
Use FMLA	Use	ALFM	Hours	Blank
In Lieu of Excess Hours	Use	ALIE	Hours	Blank
Mentor Matching	Use	AL81	Hours	Blank
Pending IDL	Use	ALPI	Hours	Blank
Pending TD	Use	ALPT	Hours	Blank
IDL Supplementation	Use	ALSI	Hours	Blank
TD Supplementation	Use	ALST	Hours	Blank
NDI/SDI Supplementation	Use	ALSN	Hours	Blank
Disability Waiting Period	Use	ALDW	Hours	Blank
Restore Hours - IDL	Restore	ALRI	Hours	Blank
Restore Hours - TD	Restore	ALRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	ALRN	Hours	Blank
Buy Back see footnote *1	Buy Back	AL34	Hours	Total Amount
Cancel	Cancel	AL35	Hours	Blank
Cash Out see footnote *1	Cash Out	AL36	Hours	Total Amount
Bereavement Leave	Use	BL01	Hours	Blank
	Fiscal Year	BLFY	Hours	Blank

*1 - This Earnings ID will automatically create two transactions, one for the Payroll system to generate pay and one for CLAS to update the Leave Benefit balance. When this Earnings ID is keyed and does not process correctly, before re-keying, refer to the section "Special Earnings ID Process" .

PAYROLL INPUT PROCESS – PAGE 33

Earnings ID Chart (cont. 1)

Rev. 05/03

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Compensating Time Off (CTO)				
	Use	CT01	Hours	Blank
In Lieu of Sick	Use	CT04	Hours	Blank
In Lieu of Family Sick	Use	CT71	Hours	Blank
Family Sick (AB109)	Use	CT72	Hours	Blank
Use - A/R	Use	CTAR	Hours	Blank
Extended Bereavement	Use	CTBL	Hours	Blank
Use – Disaster Relief Volunteer	Use	CTDR	Hours	Blank
Family Activity	Use	CTFA	Hours	Blank
Family Crisis	Use	CTFC	Hours	Blank
Use- FMLA	Use	CTFM	Hours	Blank
In Lieu of Excess Hours	Use	CTIE	Hours	Blank
Mentor Matching	Use	CT81	Hours	Blank
Pending IDL	Use	CTPI	Hours	Blank
Pending TD	Use	CTPT	Hours	Blank
IDL Supplementation	Use	CTSI	Hours	Blank
TD Supplementation	Use	CTST	Hours	Blank
NDI/SDI Supplementation	Use	CTSN	Hours	Blank
Disability Waiting Period	Use	CTDW	Hours	Blank
Restore Hours - IDL	Restore	CTRI	Hours	Blank
Restore Hours - TD	Restore	CTRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	CTRN	Hours	Blank
Family School Partnership	Use	CT70	Hours	Blank
Worked at Straight Time	Earn	CT06	Hours	Blank
Worked at Time & Half	Earn	CT07	Hours	Blank
Worked FLSA at Time & 1/2	Earn	CT08	Hours	Blank
Cancel	Cancel	CT35	Hours	Blank
Cash Out see footnote *2	Cash Out	CT36	Hours	Total Amount
Continuing Medical Education	Use	CM01	Hours	Blank
Educational Leave	Use	EL01	Hours	Blank
Cancel	Cancel	EL35	Hours	Blank
Mentor Matching	Use	ML81	Hours	Blank
Emergency Military Leave Days				
	Use	EM01	Days	Blank
Hours see footnote *3	Use	HE01	Hours	Blank

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WVG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

*3 - Use for employees who are on alternate work schedules.

PAYROLL INPUT PROCESS – PAGE 34

Earnings ID Chart (cont. 2)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Excess Hours (DO NOT Use unless instructed by SCO)				
	Use	EH01		
In Lieu of Sick	Use	EH04	Hours	Blank
In Lieu of Family Sick	Use	EH71	Hours	Blank
Family School Partnership	Use	EH70	Hours	Blank
Family Sick (AB109)	Use	EH72	Hours	Blank
Mentor Matching	Use	EH81	Hours	Blank
Family Activity	Use	EHFA	Hours	Blank
Family Crisis	Use	EHFC	Hours	Blank
Use- FMLA	Use	EHFM	Hours	Blank
Pending IDL	Use	EHPI	Hours	Blank
Pending TD	Use	EHPT	Hours	Blank
IDL Supplementation	Use	EHSI	Hours	Blank
TD Supplementation	Use	EHST	Hours	Blank
NDI/SDI Supplementation	Use	EHSN	Hours	Blank
Disability Waiting Period	Use	EHDW	Hours	Blank
Restore Hours - IDL	Restore	EHRI	Hours	Blank
Restore Hours - TD	Restore	EHRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	EHRN	Hours	Blank
Earn	Earn	EH05	Hours	Blank
Cash Out see footnote *2	Cash Out	EH36	Hours	Total Amount
Excess Hours				
	Use	EX01	Hours	Blank
In Lieu of Sick	Use	EX04	Hours	Blank
In Lieu of Family Sick	Use	EX71	Hours	Blank
Family School Partnership	Use	EX70	Hours	Blank
Mentor Matching	Use	EX72	Hours	Blank
Family Sick (AB109)	Use	EX81	Hours	Blank
Use - A/R	Use	EXAR	Hours	Blank
Use- FMLA	Use	EXFM	Hours	Blank
Pending IDL	Use	EXPT	Hours	Blank
IDL Supplementation	Use	EXSI	Hours	Blank
TD Supplementation	Use	EXST	Hours	Blank
NDI/SDI Supplementation	Use	EXSN	Hours	Blank
Disability Waiting Period	Use	EXDW	Hours	Blank
Restore Hours - IDL	Restore	EXRI	Hours	Blank
Restore Hours - TD	Restore	EXRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	EXRN	Hours	Blank
Earn	Earn	EX05	Hours	Blank
Cash Out see footnote *2	Cash Out	EX36	Hours	Total Amount

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 35

Earnings ID Chart (cont. 3)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Family & Medical Leave Act	Use	FM01	Hours	Blank
Funeral Leave	Use	FL01	Hours	Blank
Holiday CTO (CSU only)	Use	HT01	Hours	Blank
In Lieu of Sick	Use	HT04	Hours	Blank
In Lieu of Family Sick	Use	HT71	Hours	Blank
Pending IDL	Use	HTPI	Hours	Blank
IDL Supplementation	Use	HTSI	Hours	Blank
TD Supplementation	Use	HTST	Hours	Blank
NDI/SDI Supplementation	Use	HTSN	Hours	Blank
Restore Hours - IDL	Restore	HTRI	Hours	Blank
Restore Hours - TD	Restore	HTRT	Hours	Blank
Worked at Straight Time	Earn	HT06	Hours	Blank
Worked at Time & Half	Earn	HT07	Hours	Blank
Cash out see footnote *2	Cash Out	HT36	Hours	Total Amount

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 36

Earnings ID Chart (cont. 4)

Rev. 05/03

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Holiday Credit	Use	HC01	Hours	Blank
In Lieu of Sick	Use	HC04	Hours	Blank
In Lieu of Family Sick	Use	HC71	Hours	Blank
Family Sick (AB109)	Use	HC72	Hours	Blank
Use - A/R	Use	HCAR	Hours	Blank
Extended Bereavement	Use	HCBL	Hours	Blank
Family Activity	Use	HCFA	Hours	Blank
Family Crisis	Use	HCFC	Hours	Blank
Use- FMLA	Use	HCFCM	Hours	Blank
In Lieu of Excess Hours	Use	HCIE	Hours	Blank
Mentor Matching	Use	HC81	Hours	Blank
Pending IDL	Use	HCPI	Hours	Blank
Pending TD	Use	HCPT	Hours	Blank
IDL Supplementation	Use	HCSI	Hours	Blank
TD Supplementation	Use	HCST	Hours	Blank
NDI/SDI Supplementation	Use	HCSN	Hours	Blank
Disability Waiting Period	Restore	HCDW	Hours	Blank
Restore Hours - IDL	Restore	HCRI	Hours	Blank
Restore Hours - TD	Restore	HCRT	Hours	Blank
Restore Hours – NDI/SDI	Use	HCRN	Hours	Blank
Family School Partnership	Earn	HC70	Hours	Blank
Earn	Earn	HC05	Hours	Blank
Earn - In Lieu of PH	Earn	HC09	Hours	Blank
Buy Back see footnote *1	Buy Back	HC34	Hours	Total Amount
Cash Out see footnote *2	Cash Out	HC36	Hours	Total Amount

*1 - This Earnings ID will automatically create two transactions, one for the Payroll system to generate pay and one for CLAS to update the Leave Benefit balance. When this Earnings ID is keyed and does not process correctly, before re-keying, refer to the section "Special Earnings ID Process".

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 37

Earnings ID Chart (cont. 5)

Rev. 10/04

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Holiday Informal Time Off	Use	HI01	Hours	Blank
In Lieu of Sick	Use	HI04	Hours	Blank
Family School Partnership	Use	HI70	Hours	Blank
In Lieu of Family Sick	Use	HI71	Hours	Blank
Family Sick (AB109)	Use	HI72	Hours	Blank
Extended Bereavement	Use	HIBL	Hours	Blank
Family Activity	Use	HIFA	Hours	Blank
Family Crisis	Use	HIFC	Hours	Blank
Use- FMLA	Use	HIFM	Hours	Blank
In Lieu of Excess Hours	Use	HIIE	Hours	Blank
Mentor Matching	Use	HI81	Hours	Blank
Pending IDL	Use	HIPI	Hours	Blank
Pending TD	Use	HIPT	Hours	Blank
IDL Supplementation	Use	HISI	Hours	Blank
TD Supplementation	Use	HIST	Hours	Blank
NDI/SDI Supplementation	Use	HISN	Hours	Blank
Disability Waiting Period	Use	HIDW	Hours	Blank
Restore Hours - IDL	Restore	HIRI	Hours	Blank
Restore Hours - TD	Restore	HIRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	HIRN	Hours	Blank
Earn	Earn	HI05	Hours	Blank
Cancel	Cancel	HI35	Hours	Blank
Jury Duty	Use	JD01	Hours	Blank
Maternity/Paternity/ Adoption	Use	MP01	Days	Blank

PAYROLL INPUT PROCESS – PAGE 38

Earnings ID Chart (cont. 6)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Medical Officer Of Day	Use	MO01	Hours	Blank
In Lieu of Sick	Use	MO04	Hours	Blank
In Lieu of Family Sick	Use	MO71	Hours	Blank
In Lieu of Excess Hours	Use	MOIE	Hours	Blank
TD Supplementation	Use	MOST	Hours	Blank
NDI/SDI Supplementation	Use	MOSN	Hours	Blank
Earn	Earn	MO05	Hours	Blank
Cash Out see footnote *2	Cash Out	MO36	Hours	Total Amount
Mentor Leave	Use	MN01	Hours	Blank
Use- FMLA	Use	MNFM	Hours	Blank
Military Leave				
Days	Use	ML01	Days	Blank
Hours see footnote *3	Use	MH01	Hours	Blank

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

*3 - Use for employees who are on alternate work schedules.

PAYROLL INPUT PROCESS – PAGE 39

Earnings ID Chart (cont. 7)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
On Call Assignment	Use	OC01	Hours	Blank
In Lieu of Sick	Use	OC04	Hours	Blank
In Lieu of Family Sick	Use	OC71	Hours	Blank
Family Sick (AB109)	Use	OC72	Hours	Blank
Family Crisis	Use	OCFC	Hours	Blank
Use- FMLA	Use	OCFM	Hours	Blank
TD Supplementation	Use	OCST	Hours	Blank
NDI/SDI Supplementation	Use	OCSN	Hours	Blank
Restore Hours - IDL	Restore	OCR1	Hours	Blank
Restore Hours – NDI/SDI	Restore	OCRN	Hours	Blank
Earn	Earn	OC05	Hours	Blank
Cancel	Cancel	OC35	Hours	Blank
Cash Out see footnote *2	Cash Out	OC36	Hours	Total Amount
Paid Education Leave	Use	PE01	Hours	Blank

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 40

Earnings ID Chart (cont. 8)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
PARR – Lawsuit Settlement	Use	PA01	Hours	Blank
In Lieu of Sick	Use	PA04	Hours	Blank
Family School Partnership	Use	PA70	Hours	Blank
In Lieu of Family Sick	Use	PA71	Hours	Blank
Family Sick (AB109)	Use	PA72	Hours	Blank
Extended Bereavement	Use	PABL	Hours	Blank
Family Activity	Use	PAFA	Hours	Blank
Family Crisis	Use	PAFC	Hours	Blank
Use- FMLA	Use	PAFM	Hours	Blank
Pending IDL	Use	PAPI	Hours	Blank
IDL Supplementation	Use	PASI	Hours	Blank
TD Supplementation	Use	PAST	Hours	Blank
NDI Supplementation	Use	PASN	Hours	Blank
Restore Hours - IDL	Restore	PARI	Hours	Blank
Restore Hours - TD	Restore	PART	Hours	Blank
Earn	Earn	PA05	Hours	Blank
Cash Out see footnote *2	Cash Out	PA36	Hours	Total Amount
Personal Day	Use	PD01	Hours	Blank
In Lieu of Sick	Use	PD04	Hours	Blank
In Lieu of Family Sick	Use	PD71	Hours	Blank
Family Crisis	Use	PDFC	Hours	Blank
Use- FMLA	Use	PDFM	Hours	Blank
In Lieu of Excess Hours	Use	PDIE	Hours	Blank
Pending IDL	Use	PDPI	Hours	Blank
IDL Supplementation	Use	PDSI	Hours	Blank
TD Supplementation	Use	PDST	Hours	Blank
Restore Hours - IDL	Restore	PDRI	Hours	Blank
Cancel	Cancel	PD35	Hours	Blank

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 41

Earnings ID Chart (cont. 9)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Personal Holiday	Use	PH01	Footnote *4	Blank
In Lieu of Sick	Use	PH04	Footnote *4	Blank
Family School Partnership	Use	PH70	Footnote *4	Blank
In Lieu of Family Sick	Use	PH71	Footnote *4	Blank
Family Sick (AB109)	Use	PH72	Footnote *4	Blank
Use - A/R	Use	PHAR	Footnote *4	Blank
Extended Bereavement	Use	PHBL	Footnote *4	Blank
Pending IDL	Use	PHPI	Footnote *4	Blank
Pending TD	Use	PHPT	Footnote *4	Blank
IDL Supplementation	Use	PHSI	Footnote *4	Blank
TD Supplementation	Use	PHST	Footnote *4	Blank
NDI/SDI Supplementation	Use	PHSN	Footnote *4	Blank
Disability Waiting Period	Restore	PHDW	Footnote *4	Blank
Restore Unit - IDL	Restore	PHRI	Footnote *4	Blank
Restore Unit - TD	Restore	PHRT	Footnote *4	Blank
Restore Unit – NDI/SDI	Use	PHRN	Footnote *4	Blank
Buy Back see footnote *1	Buy Back	PH34	Footnote *4	Total Amount
Cancel	Cancel	PH35	Footnote *4	Blank
Cash Out see footnote *1	Cash Out	PH36	Footnote *4	Total Amount

*1 - This Earnings ID will automatically create two transactions, one for the Payroll system to generate pay and one for CLAS to update the Leave Benefit balance. When this Earnings ID is keyed and does not process correctly, before re-keying, refer to the section "Special Earnings ID Process".

*4 - Personal Holiday (PH) is paid in units and is coded and keyed in the "Hours" field (e.g., 1 unit of PH is coded and keyed as 1 unit).

PAYROLL INPUT PROCESS – PAGE 42

Earnings ID Chart (cont. 10)

Rev. 10/04

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOUR S	RATE REQUIRED
Personal Leave Program (PL)	Use	PL01	Hours	Blank
PLP 2003 (LD)	Use	LD01	Hours	Blank
In Lieu of Sick	Use	PL04 / LD04	Hours	Blank
Credit Adj	Use	PL14 / LD14	Hours	Blank
Debit Adj	Use	PL15 / LD15	Hours	Blank
Begin Balance	Use	PL24 / LD24	Hours	Blank
Lump Sum	Use	PL37 / LD37	Hours	Blank
Family School Partnership	Use	PL70 / LD70	Hours	Blank
In Lieu of Family Sick	Use	PL71 / LD71	Hours	Blank
Family Sick (AB109)	Use	PL72 / LD72	Hours	Blank
Mentor Matching	Use	PL81 / LD81	Hours	Blank
Use – A/R	Use	PLAR / LDAR	Hours	Blank
Extended Bereavement	Use	PLBL / LDBL	Hours	Blank
Disability Waiting Period	Use	PLDW / LDDW	Hours	Blank
Family Activity	Use	PLFA / LDFA	Hours	Blank
Family Crisis	Use	PLFC / LDFC	Hours	Blank
FMLA	Use	PLFM / LDFM	Hours	Blank
In Lieu of Excess	Use	PLIE / LDIE	Hours	Blank
Pending IDL	Use	PLPI / LDPL	Hours	Blank
Pending LC 4800	Use	PLPL / LDPL	Hours	Blank
Pending TD	Use	PLPT / LDPT	Hours	Blank
IDL Supplementation	Use	PLSI / LDSI	Hours	Blank
NDI/SDI Supplementation	Use	PLSN / LDSN	Hours	Blank
TD Supplementation	Use	PLST / LDST	Hours	Blank
Restore LC 4800	Use	PLRL / LDRL	Hours	Blank
Restore IDL	Use	PLRI / LDRI	Hours	Blank
Restore – NDI/SDI	Use	PLRN / LDRN	Hours	Blank
Restore - TD	Use	PLRT / LDRT	Hours	Blank
Earn	Earn	PL05 / LD05	Hours	Total Amount
Buy Back see footnote *2	Buy Back	PL34 / LD34	Hours	Total Amount
Cash Out see footnote *1	Cash Out	PL36 / LD36		

*1 - This Earnings ID will automatically create two transactions, one for the Payroll system to generate pay and one for CLAS to update the Leave Benefit balance. When this Earnings ID is keyed and does not process correctly, before re-keying, refer to the section "Special Earnings ID Process."

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, atStraight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 43

Earnings ID Chart (cont. 10)

Rev. 07/05

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Personal Leave Time	Use	LT01	Hours	Blank
In Lieu of Sick	Use	LT04	Hours	Blank
Credit Adj	Use	LT14	Hours	Blank
Debit Adj	Use	LT15	Hours	Blank
Lump Sum	Use	LT37	Hours	Blank
In Lieu of Family Sick	Use	LT71	Hours	Blank
Extended Bereavement	Use	LTBL	Hours	Blank
FMLA	Use	LTFM	Hours	Blank
In Lieu of Excess	Use	LTIE	Hours	Blank
Pending IDL	Use	LTPI	Hours	Blank
IDL Supplementation	Use	LTSI	Hours	Blank
TD Supplementation	Use	LTST	Hours	Blank
Restore IDL	Use	LTRI	Hours	Blank
Earn	Earn	LT05	Hours	Blank
Buy Back see footnote *1	Buy Back	LT34	Hours	Total Amount
Cash Out see footnote	Cash Out	LT36	Hours	Total Amount

*1 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). Refer to the PPM for Payroll Earnings ID.

PAYROLL INPUT PROCESS – PAGE 44

Earnings ID Chart (cont. 11)

Rev. 10/04

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Probationary Hours	Worked	HP90	Hours	Blank
Professional Leave	Use	PR01	Hours	Blank
In Lieu of Sick	Use	PR04	Hours	Blank
Family School Partnership	Use	PR70	Hours	Blank
In Lieu of Family Sick	Use	PR71	Hours	Blank
Family Sick (AB109)	Use	PR72	Hours	Blank
Use – A/R	Use	PRAR	Hours	Blank
Extended Bereavement	Use	PRBL	Hours	Blank
Family Activity	Use	PRFA	Hours	Blank
Family Crisis	Use	PRFC	Hours	Blank
Use- FMLA	Use	PRFM	Hours	Blank
In Lieu of Excess Hours	Use	PRIE	Hours	Blank
Pending IDL	Use	PRPI	Hours	Blank
Pending TD	Use	PRPT	Hours	Blank
IDL Supplementation	Use	PRSI	Hours	Blank
TD Supplementation	Use	PRST	Hours	Blank
NDI/SDI Supplementation	Use	PRSN	Hours	Blank
Disability Waiting Period	Use	PRDW	Hours	Blank
Restore Hours - IDL	Restore	PRRI	Hours	Blank
Restore Hours - TD	Restore	PRRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	PRRN	Hours	Blank
Earn	Earn	PR05	Hours	Blank
Professional Training	Use	PT01	Hours	Blank
Seniority Points	Earn	SP05	Hours	Blank
Sick Leave - Self	Use	SL01	Hours	Blank
- Family	Use	SL02	Hours	Blank
Family Sick (AB109)	Use	SL72	Hours	Blank
Extended Bereavement	Use	SLBL	Hours	Blank
Family Crisis	Use	SLFC	Hours	Blank
Use- FMLA	Use	SLFM	Hours	Blank
Pending IDL	Use	SLPI	Hours	Blank
Pending TD	Use	SLPT	Hours	Blank
IDL Supplementation	Use	SLSI	Hours	Blank
TD Supplementation	Use	SLST	Hours	Blank
NDI/SDI Supplementation	Use	SLSN	Hours	Blank
Disability Waiting Period	Use	SLDW	Hours	Blank
Restore Hours - IDL	Restore	SLRI	Hours	Blank
Restore Hours - TD	Restore	SLRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	SLRN	Hours	Blank
Subpoenaed Witness	Use	SW01	Hours	Blank
TAU - Days Limit	Worked	DL90	Days	Blank
	Work Adjust	DL91	Days	Blank
Official Union Business	Use	UB01	Hours	Blank
Union Conference/Training	Use	UC01	Hours	Blank
Union Paid Leave	Use	UL01	Hours	Blank

PAYROLL INPUT PROCESS – PAGE 45

Earnings ID Chart (cont. 12)

Rev. 10/04

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Union Time Off	Use	UT01	Hours	Blank
Vacation	Use	VA01	Hours	Blank
In Lieu of Sick	Use	VA04	Hours	Blank
Family School Partnership	Use	VA70	Hours	Blank
In Lieu of Family Sick	Use	VA71	Hours	Blank
Family Sick (AB109)	Use	VA72	Hours	Blank
Use - A/R	Use	VAAR	Hours	Blank
Extended Bereavement	Use	VABL	Hours	Blank
Use – Disaster Relief Volunteer	Use	VADR	Hours	Blank
Family Activity	Use	VAFA	Hours	Blank
Family Crisis	Use	VAFC	Hours	Blank
Use- FMLA	Use	VAFM	Hours	Blank
In Lieu of Excess Hours	Use	VAIE	Hours	Blank
Pending IDL	Use	VAPI	Hours	Blank
Pending TD	Use	VAPT	Hours	Blank
IDL Supplementation	Use	VASI	Hours	Blank
TD Supplementation	Use	VAST	Hours	Blank
NDI/SDI Supplementation	Use	VASN	Hours	Blank
Disability Waiting Period	Use	VADW	Hours	Blank
Restore Hours - IDL	Restore	VARI	Hours	Blank
Restore Hours - TD	Restore	VART	Hours	Blank
Restore Hours – NDI/SDI	Restore	VARN	Hours	Blank
Buy Back see footnote *1	Buy Back	VA34	Hours	Total Amount
Cancel	Cancel	VA35	Hours	Blank
Cash Out see footnote *1	Cash Out	VA36	Hours	Total Amount
Vacation Bank	Use	VB01	Hours	Blank
In Lieu of Sick	Use	VB04	Hours	Blank
Family School Partnership	Use	VB70	Hours	Blank
In Lieu of Family Sick	Use	VB71	Hours	Blank
Family Sick (AB109)	Use	VB72	Hours	Blank
Extended Bereavement	Use	VBBL	Hours	Blank
Family Activity	Use	VBFA	Hours	Blank
Family Crisis	Use	VBFC	Hours	Blank
Use- FMLA	Use	VBFM	Hours	Blank
In Lieu of Excess Hours	Use	VBIE	Hours	Blank
Pending IDL	Use	VBPI	Hours	Blank
Pending TD	Use	VBPT	Hours	Blank
IDL Supplementation	Use	VBSI	Hours	Blank
TD Supplementation	Use	VBST	Hours	Blank
NDI/SDI Supplementation	Use	VBSN	Hours	Blank
Disability Waiting Period	Restore	VBDW	Hours	Blank
Restore Hours - IDL	Restore	VBRI	Hours	Blank
Restore Hours - TD	Restore	VBRT	Hours	Blank
Restore Hours – NDI/SDI	Use	VBRN	Hours	Blank
Earn	Earn	VB05	Hours	Blank
Cancel	Cancel	VB35	Hours	Blank

*1 - This Earnings ID will automatically create two transactions, one for the Payroll system to generate pay and one for CLAS to update the Leave Benefit balance. When this Earnings ID is keyed and does not process correctly, before re-keying, refer to the section "Special Earnings ID Process".

PAYROLL INPUT PROCESS – PAGE 46

Earnings ID Chart (cont. 13)

Rev. 10/04

LEAVE BENEFIT	TYPE OF ACTION	EARNINGS ID	CODE AS DAYS/HOURS	RATE REQUIRED
Voluntary Personal Leave	Use	PV01	Hours	Blank
In Lieu of Sick	Use	PV04	Hours	Blank
Earn	Use	PV05	Hours	Blank
Credit Adj	Use	PV14	Hours	Blank
Debit Adj	Use	PV15	Hours	Blank
Cash Out	Use	PV36	Hours	Total Amount
Lump Sum	Use	PV37	Hours	Blank
Family School Partnership	Use	PV70	Hours	Blank
In Lieu of Family Sick	Use	PV71	Hours	Blank
Family Sick (AB109)	Use	PV72	Hours	Blank
Mentor Matching	Use	PV81	Hours	Blank
Use - A/R	Use	PVAR	Hours	Blank
Extended Bereavement	Use	PVBL	Hours	Blank
Family Activity	Use	PVFA	Hours	Blank
Family Crisis	Use	PVFC	Hours	Blank
Use- FMLA	Use	PVFM	Hours	Blank
In Lieu of Excess Hours	Use	PVIE	Hours	Blank
Pending IDL	Restore	PVPI	Hours	Blank
Pending LC 4800	Restore	PVPL	Hours	Blank
Pending TD	Restore	PVPT	Hours	Blank
IDL Supplementation	Restore	PVSI	Hours	Blank
TD Supplementation	Restore	PVST	Hours	Blank
NDI/SDI Supplementation	Restore	PVSN	Hours	Blank
Disability Waiting Period	Restore	PVDW	Hours	Blank
Restore Hours – IDL	Restore	PVRI	Hours	Blank
Restore Hours – LC 4800	Restore	PVRL	Hours	Blank
Restore Hours - TD	Restore	PVRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	PVRN	Hours	Blank
V-Time	Use	VT01	Hours	Blank
In Lieu of Sick	Use	VT04	Hours	Blank
Family School Partnership	Use	VT70	Hours	Blank
In Lieu of Family Sick	Use	VT71	Hours	Blank
Family Sick (AB109)	Use	VT72	Hours	Blank
Use - A/R	Use	VTAR	Hours	Blank
Extended Bereavement	Use	VTBL	Hours	Blank
Family Activity	Use	VTFA	Hours	Blank
Family Crisis	Use	VTFC	Hours	Blank
In Lieu of Excess Hours	Use	VTIE	Hours	Blank
Pending IDL	Use	VTPI	Hours	Blank
Pending TD	Use	VTPT	Hours	Blank
IDL Supplementation	Use	VTSI	Hours	Blank
TD Supplementation	Use	VTST	Hours	Blank
NDI/SDI Supplementation	Use	VTSN	Hours	Blank
Disability Waiting Period	Use	VTDW	Hours	Blank
Restore Hours - IDL	Restore	VTRI	Hours	Blank
Restore Hours - TD	Restore	VTRT	Hours	Blank
Restore Hours – NDI/SDI	Restore	VTRN	Hours	Blank
Earn	Earn	VT05	Hours	Blank
Cash Out see footnote *2	Cash Out	VT36	Hours	Total Amount

*2 - To issue pay, you must ALSO document and key the appropriate PIP Overtime Earnings ID (e.g., for CTO, at Straight Time WWG 2, document and key Earnings IDs "CT36" and "OT8"). See the PPM for Payroll Earnings ID.

LEAVE BENEFITS

Introduction

The Leave Accounting System currently processes Leave Benefits categorized into three different types: Accrued, Earned, and Usage Only.

In this chapter you will find information on processing the different types of Leave Benefits and the transaction codes used. Also included are access and update instructions for the various CLAS Leave Benefit screens.

Note: For determination of Leave Rules refer to the Government Codes, DPA Laws and Rules, Bargaining Unit Contracts and the University and College Administrative Manual (UCAM).

Accrued Benefits

Accruals for Annual Leave, Vacation, Sick Leave and Educational Leave are credited based on qualifying Leave Periods/State Service Credits. Accruals for Personal Holiday and Personal Day are credited based on contractual agreements.

The following Accrued Benefits can be processed on CLAS:

- Annual Leave (CS/EXEMPT)
- Educational Leave (CS/EXEMPT)
- Personal Day (DEPT. OF EDUCATION)
- Personal Holiday
- Sick Leave
- Vacation

Establish on CLAS

An Accrued Benefit **MUST** be established for each employee on CLAS via the "B66 - Leave Benefit Add" screen and may have the following characteristics applied: Waiting Period, Non-Standard Rate or Vacation 10-Month Plan. Once an Accrued Benefit is established, changes to the benefit are made using the "B68 - Leave Benefit Establishment Period Maintenance" screen, "B74 - Waiting Period Maintenance" screen, "B70 - Non-Standard Rate Maintenance" screen, and the "B76 - Vacation 10-Month Maintenance" screen.

A Non-Standard Rate is a benefit accrual rate that differs from the standard accrual rates established according to

Bargaining Unit Contracts and government codes and/or DPA Laws & Rules for non-represented employees.

A Non-Standard Rate requires Begin and End Leave Periods and a rate. (An End Leave Period of "99/99" indicates Non-Standard Rate is currently "active".) A Non-Standard Rate can be keyed on the "B66 - Leave Benefit Add" screen when a benefit is initially added or it can be added/modified/deleted on an existing benefit by using the "B70 - Non-Standard Rate Maintenance" screen.

NOTE: Non-Standard Rate will be prorated based on the employee's time base. When a fractional employee requires a Non-Standard Rate, consideration must be made to the time base when calculating the number of hours to be entered in the "RATE" field. For example, employee is 1/2 time. If employee is entitled to 5 hours of sick leave per month & the standard rate is 4 hours, a Non-Standard rate must be entered as 10 hours. When accruals are generated, 5 hours will be posted based on the 10 hour rate at 1/2 time.

Vacation 10 Month

Department of Education, Special Schools 10-Month Compensation Plan employees may have a system maintained vacation benefit balance in addition to a separate, manually maintained "Vacation Bank" balance. Vacation accruals posted to CLAS will automatically be adjusted for those employees participating in the Vacation 10-Month Plan, however if an EE is in the AL program the Dept will need to add a Non-Standard rate of zero.

Vacation 10-Month requires Begin and End Leave Periods. (An End Leave Period of "99/99" indicates employee is currently participating in the Vacation 10-Month Plan.) Vacation 10-Month can be keyed on the "B66 - Leave Benefit Add" screen when a benefit is initially added or it can be added/modified/deleted on an existing benefit by using the "B76 - Vacation 10-Month Maintenance" screen.

Begin Balance

A Begin Balance transaction must be keyed when a new accrued type benefit is added to the CLAS with a balance greater than zero, or previous history exists on the CLAS for a benefit even if the current balance is zero.

A Begin Balance transaction should NOT routinely be used to correct transaction history as erroneous use of these transactions can create inaccurate leave balances. A retroactive PAR/PPT, that is, a PAR/PPT keyed after an accrual cycle, may require posting of accrual transactions for prior Leave Period(s).

Example: Employee appointed October 1, 2001 and works a qualifying Leave Period. However, PAR was not processed until November 18, which is after the automated accrual cycle for 10/01. In addition to the Begin Balance transaction(s) for 10/01, accrue transactions must also be posted because the accrual cycle for 10/01 has passed.

**Automated
Accruals**

Once established and "active" Vacation, Sick Leave, Annual Leave and Educational Leave will have automated accruals posted for negative (Roll Codes 1 and 2), bi-weekly (Roll Code 7), or semi-monthly (Roll Code 8) employees in the CLAS Monthly Accrual cycle for the previous qualifying Leave Period (e.g., on June 10, 2001 the CLAS Monthly Accrual cycle will post accruals for the May 2001 Leave Period). Refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar for the cycle date

Personal Holiday accruals will also have automated posting in the Leave Period for which the employee is entitled. This automated posting occurs in the Personal Holiday Accrual cycle. Refer to the "Civil Service Decentralized" calendar or the "CSU Decentralized" calendar for the cycle date.

**Automated Accrual
Exceptions**

Automated accruals will **NOT** post if one or more of the following conditions exists:

- Leave Benefit is not "Active" (See Establishment Period)
- Leave Benefit is "Out-of-Service" (See Out-of-Service Benefit)
- State Service Accrual not posted (Refer to "Automated Accrual Exceptions")
- Non-Work or Non-Payroll Status or Temporary Separation (Refer to "P64 - Leave Benefit Non- accrual Maintenance" screen)
- Employment History/Position Sequence "Out-of-Service" (Verify Employment History)

If the system is unable to automatically post an accrual, a message will be generated on the Leave Message System.

**Accruals
On-Line**

If an employee is entitled to an accrual and the accrual was not automatically posted, the accrual **MUST** be posted to CLAS via the "B50 - Leave Benefit Transaction Entry" screen. (Accruals can not be keyed on PIP.) Accruals can only be posted if a State Service accrual is also posted for the Leave Period. (Refer to "STATE SERVICE" chapter).

All accruals for Personal Day (Department of Education) **MUST** be posted via the "B50 - Leave Benefit Transaction Entry" screen.

Annual Leave

When establishing Annual Leave for an employee previously accruing Vacation and Sick Leave, follow instructions in "Vacation to Annual." CLAS will automatically perform the following actions when Annual Leave is added for an employee with Vacation and Sick Leave established.

Vacation

- The system will generate an End Leave Period, which will stop accruals. The End Leave Period is the month prior to the Annual Leave Begin Leave Period.
- Vacation credits will be transferred to Annual Leave. The amount transferred will equal the End Balance plus, if posted, the accrual amount for the Leave Period prior to the Annual Leave Begin Period.

Sick leave

- End Sick Leave accruals by setting the last Accrual Leave Period (refer to "LEAVE BENEFIT DETAIL INQUIRY" screen) to the Leave Period prior to the Annual Leave Begin Leave Period. This will stop accruals but will allow the employee to use remaining sick leave balances.

When the Sick Leave End balance is zero, the End Leave Period will be generated.

If Annual leave is added retroactively, Vacation, Sick Leave and Annual Leave may need adjustments "Vacation to Annual".

For example, on 06/11/01 (after the Last Monthly Accrual cycle for 05/01) Annual Leave is added with a Begin Leave Period of 04/01. CLAS will transfer the 03/01 Vacation End Balance plus the 03/01 accrual to Annual Leave and End Sick Leave and Vacation accruals. Sick Leave and Vacation accruals previously posted for 04/01 and 05/01 must be voided and Annual Leave accruals posted. All other Vacation transactions for 04/01 and 05/01 must also be voided and posted to Annual Leave.

ANNUAL LEAVE ESTABLISHED IN ERROR

If Annual Leave is established incorrectly or should have never been established, refer "Annual Leave Established In Error".

EARNED BENEFITS

Introduction

Earned Benefits are credited based on time worked or time earned in a Leave Period.

The following Earned Benefits can be processed on CLAS:

- Compensating Time Off
- Excess Hours - Civil Service
- Excess Hours - CSU
- Holiday Compensating Time Off (CSU)
- Holiday Credit
- Holiday Informal Time Off
- Medical Officer of the Day (CS/EXEMPT)
- On Call Assignment (CS/EXEMPT)
- Personal Leave Day
- Personal Leave Program 2003
- Personal Leave Program (CS/EXEMPT)
- Personal Leave Time (CS/EXEMPT)
- Professional Leave (CS/EXEMPT)
- Vacation Bank (DEPT OF EDUCATION)
- Voluntary Personal Leave (CS/EXEMPT)
- V-Time (CS/EXEMPT)

Activate on CLAS

Earned Benefits are activated on CLAS with the processing of the first transaction for that benefit. Unlike Accrued Benefits, they do not require an Establishment Period to be "active".

USAGE ONLY BENEFITS

Introduction

A Usage Only Benefit is a benefit where the amount of time used is accumulated and a total maintained.

The following Usage Only Benefits can be processed on CLAS:

- Administrative Time Off **
- Bereavement Leave (CS/EXEMPT)
- Continuing Medical Education (CS/EXEMPT)
- Emergency Military Leave **
- Family & Medical Leave Act **
- Funeral Leave (CSU)
- Jury Duty **
- Maternity/Paternity/Adoption Leave (CSU)
- Military Leave **
- Mentor Leave (CS/EXEMPT)
- Official Union Business **
- Paid Education Leave (CS/EXEMPT)
- Probation Hours (CS/EXEMPT)
- Professional Trng/Devel (CS/EXEMPT)
- Subpoenaed Witness **
- Survivor Benefit Donation (CS/EXEMPT)
- TAU - Days Limit (CS/EXEMPT)
- Union Conference/Training **
- Union Paid Leave **
- Union Time Off **
- Dock **

Activate on CLAS

Usage Only Benefits are activated on CLAS with the processing of the first transaction for that benefit. The transaction may be keyed on-line via the "B50 - Leave Benefit Transaction Entry" screen, on PIP, or submitted via magnetic tape.

** Available to both CS & CSU

Re-Set Total

Usage Only benefits that **MUST BE** tracked over a specified period of time (e.g., calendar year) may require re-setting the benefit total to zero. To re-set total, key a Begin Total transaction with zero amount via the "B50 - Leave Benefit Transaction Entry" screen.

For example: Bargaining Unit A allows 40 hours maximum use of Bereavement Leave in a Fiscal Year. The total usage can be re-set to zero with the start of a new fiscal year by keying a Begin Total Transaction of zero.

**Automatic
Re-setting of
Totals**

For those benefits that will automatically be re-set to zero hours by SCO, a Leave Letter will be sent out identifying the impacted Leave Benefit(s).

LEAVE BENEFIT TRANSACTIONS

Introduction

Leave Benefit transactions identify various types of Leave Benefit activity. Transactions can be posted via the Payroll Input Processing (PIP) system or on-line via the "B50 - Leave Benefit Transaction Entry" screen, via magnetic tape or automatically by the system.

Exception: "Accrue" and "Transfer" transactions cannot be posted via PIP or magnetic tape.

Transactions are identified by the Leave Benefit ID and Transaction Type (a two-digit code, which identifies the type of action)

Corrections/ Voids

To maintain accurate Leave Accounting history, corrections **MUST** be made to an existing transaction(s) by first voiding the incorrect transaction(s) via the "B52 - Leave Benefit Void Transaction Entry" screen and secondly, keying new, correct transaction(s) via the "B50 - Leave Benefit Transaction Entry" screen.

For Example: A "Use" transaction was posted for 3 hours of Vacation. A corrected attendance notice documents 8 hours of Vacation "Use". The 3 hour "Use" transaction previously posted is voided and a new 8 hour "Use" transaction posted.

Leave Benefit Transaction Type Descriptions

The following pages provide a brief description for each of the Leave Benefit Transaction Types.

The Transaction Type Code is required when keying transactions on the "B50 - Leave Benefit Transaction Entry" screen.

LEAVE BENEFITS – PAGE 57

Leave Benefit Transactions

Rev. 10/02

TRANSACTION NAME	CODE	DESCRIPTION
ACCRUE	10	Used to post an accrual (credit) for an Accrued type Benefit. (If employee is on a Waiting Period, see Bonus.) The posting of Accrual transactions is automated for Annual Leave, Educational Leave, Sick Leave, Vacation and Personal Holiday. (See "Automated Accruals).
ADJUST - CREDIT	14	Used under special circumstances
- DEBIT	15	(outlined in the Workbook) to post a credit or debit adjustment.
BEGIN BALANCE *	24	Used to indicate beginning balances for Accrued and Earned benefits (excluding CTO).
BEGIN BALANCE *	25	Used to indicate beginning balances for Regular CTO. (Straight and/or Premium). Beginning Balance transactions for Regular CTO are <u>ONLY</u> used when an employee is <u>new</u> to CLAS or <u>reinstating</u> on CLAS. NOTE: If an employee has beginning balances for both FLSA CTO and Regular CTO in the same leave period, Beginning Balances <u>MUST</u> be posted for each type of CTO.
BEGIN BALANCE *	26	Used to indicate beginning balances for FLSA (Fair Labor Standards Act) Premium CTO. Beginning Balance transactions for FLSA Premium CTO are <u>ONLY</u> used when an employee is <u>new</u> to CLAS or <u>reinstating</u> on CLAS.
- FLSA PREMIUM CTO		

***WARNING:** Begin Balance transactions should NOT be used to correct transaction history. Erroneous use of these transactions can create inaccurate leave balances. (Refer to Corrections/Voids.)

TRANSACTION NAME	CODE	DESCRIPTION
BEGIN BALANCE - FLSA PREMIUM CTO (cont.)		NOTE: If employee has beginning balances for both Regular CTO and FLSA CTO in the same leave period, Beginning Balances <u>MUST</u> be posted for each type of CTO.
BEGIN TOTAL *	27	Used to indicate Beginning Totals for Usage Only benefits.
BONUS	28	Used to post an "Accrue" transaction for Vacation and Educational Leave during a "Waiting Period". (Civil Service Only.)
BUY BACK	34	Used to debit benefit for approved Buy-Back programs (e.g., Annual Leave Buy Back).
CANCEL	35	Used to cancel (debit) benefits that cannot be authorized as "carry over", transferred to another benefit or cashed-out. ("Use or Lose" situation).
CASH OUT	36	Used to debit benefit when benefit is converted to cash. (e.g., CTO Cash-Out).
CONVERSION BALANCE/ CONVERSION TOTAL	--	These transactions are used in the CLAS conversion process. Use a Begin Balance or Begin Total transaction when replacing a voided Conversion Balance or Total.
EARN	05	Used to post an Earned Benefit credit (excluding CTO) when time is worked (e.g., Excess hours) or when credits are due an employee based on work performed in a Leave Period (e.g. Holiday Credit).

***WARNING:** Begin Total transactions should NOT be used to correct transaction history. Erroneous use of these transactions can create inaccurate leave balances. (Refer to Corrections/Voids.)

TRANSACTION NAME	CODE	DESCRIPTION
EARN-CTO FLSA PREMIUM	08	Used to post time and a half CTO worked under the FLSA (Fair Labor Standards Act) guidelines. Premium hours will be calculated to straight time hours when posted as balance available (e.g., 12 hours premium FLSA earned will post as 12 hours and premium 6 hours for a balance available of 18 hours).
EARN-IN LIEU OF PH	09	For Youth Authority only - Holiday Credit posted in lieu of an annual PH.
EARN-PREMIUM	07	Used to post time and a half CTO <u>not</u> worked under FLSA guidelines and Holiday CTO (CSU). (See also EARN-CTO FLSA Premium.)
EARN-STRAIGHT	06	Used to post straight time CTO and Holiday CTO (CSU).
LUMP SUM	37	Used to debit benefit for Lump Sum payments due to a PAR/PPT transaction. NOTE: Before keying this transaction, refer to "PAR/PPT - Separation Procedures" or "A60 - Non-Academic to Academic".
RESTORE HOURS - IDL	RI	Used to restore (credit) leave benefit usages posted prior to the approval of Industrial Disability Leave.
RESTORE HOURS – NDI/SDI	RN	Used to restore (credit) leave benefit usages posted prior to the approval of Non-Industrial Disability Insurance.
RESTORE HOURS - TD	RT	Used to restore (credit) leave benefit usages prior to the approval of Temporary Disability.

TRANSACTION NAME	CODE	DESCRIPTION
TRANSFER TIME - TO EMPLOYEE (DONOR)	44	Used to transfer (debit) hours/units FROM an employee's leave benefit balance to another employee's balance for the purpose of Catastrophic Leave. NOTE: A TRANSFER TIME - FROM EMPLOYEE (credit) transaction for employees who are on CLAS must be processed to complete the transfer.
TRANSFER TIME - FROM EMPLOYEE (RECIPIENT)	45	Used to transfer (credit) hours TO an employee's leave benefit balance from another employee's balance for the purpose of Catastrophic Leave. NOTE: A TRANSFER TIME - TO EMPLOYEE (debit) transaction for employees who are on CLAS must be processed to complete the transfer.
TRANSFER TIME- TO LEAVE BENEFIT	46	Used to transfer (debit) hours/units TO a different leave benefit (same employee). Example: Transaction VA46 for 75 hours is keyed. 75 hours of Vacation are transferred TO another benefit.
TRANSFER TIME- FROM LEAVE BENEFIT	47	Used to transfer (credit) hours FROM another leave benefit. Example: Transaction AL47 for 75 hours is keyed. Annual Leave received 75 hours from another benefit (i.e., Vacation)

NOTE: Transaction codes 46 & 47 are usually used when making corrections after the EE has switched from AL to VA or vice versa.

TRANSACTION NAME	CODE	DESCRIPTION
TRANSFER TIME - TO RELEASE TIMEBANK (UNION)	48	Used to transfer (debit) hours/units to a Union Release Timebank. NOTE: CLAS does not maintain the Union's Release Timebank. Hours credited to a Timebank must be maintained manually.
USE	01	Used to post the use (debit) of leave benefit credits.
USE-A/R	AR	Used to track the use (debit) of leave credits to offset/satisfy an accounts receivable.
USE – CONTINUOUS HOURS	CH	Used to track work in excess of sixteen continuous hours in any 24-hour period.
USE – DISASTER RELIEF VOLUNTEER	DR	Used to track volunteer hours (used by an EE) for disaster relief.
USE-FAMILY	02	Used to post the use (debit) of Sick Leave credits related to a "family member" (as defined in Bargaining Unit contracts, DPA Laws & Rules or CSU UCAM).
USE-DEATH	03	Used to post the use (debit) of Sick Leave credits due to the death of a "family member" (as defined in Bargaining Unit contracts or DPA Laws & Rules or CSU UCAM)
USE- FAMILY SCHOOL PARTNERSHIP	70	Used to post use (debit) of a benefit for illness of child, parent or spouse.

TRANSACTION NAME	CODE	DESCRIPTION
USE-IN LIEU OF FAMILY SICK LEAVE	71	Used to post use (debit) of a benefit (e.g., Vacation) in lieu of Sick Leave-Family usage.
USE- FAMILY SICK (AB109)	72	Used to post use (debit) of a benefit for illness of a child, parent, or spouse.
USE-DISABILITY WAITING PERIOD	DW	Used to post the usage (debit) of leave benefit credits used for a disability waiting period.
USE- FMLA	FM	Used to post the usage (debit) of, and assist in tracking leave benefits used in conjunction with FMLA.
USE- IN LIEU OF EXCESS HOURS	IE	Used to post usage (debit) from another benefit when excess hours have been exhausted.
USE-IN LIEU OF SICK LEAVE	04	Used to post use (debit) of a benefit (e.g. Vacation) in lieu of a Sick Leave usage transaction: Example: Transaction VA04 will debit the Vacation balance and indicate debit is in lieu of Sick Leave.
USE-MENTOR MATCHING	81	Used to post use (debit) of an employee benefit (i.e. vacation) for Mentor Matching.
USE-PENDING IDL	PI	Used to post the usage (debit) of leave benefit credits due to pending Industrial Disability Leave.
USE-PENDING TD	PT	Used to post the usage (debit) of leave benefit credits due to pending Temporary Disability.
USE – FISCAL YEAR	FY	Used by certain CBID's to track usage of Bereavement Leave in a Fiscal Year.

TRANSACTION NAME	CODE	DESCRIPTION
USE-SUPPLEMENTATION IDL	SI	Used to post the usage (debit) of leave benefit credits used to supplement Industrial Disability Leave.
USE-SUPPLEMENTATION NDI/SDI	SN	Used to post the usage of leave benefit credits used to supplement Non-Industrial Disability Insurance.
USE- SUPPLEMENTATION TD	ST	Used to post the usage of leave benefit credits to supplement Temporary Disability.
WORK	90	Used to post days worked toward Days Limit – TAU (DL).
WORK-ADJUST	91	Used to subtract the days worked in the 12 th prior pay period for Days Limit – TAU (DL).

LEAVE BENEFITS – PAGE 64

Accrued Benefits

Rev. 02/05

ACCRUED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
ANNUAL LEAVE * (ANNUAL)	AL	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In Lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - In lieu of Excess Hours	IE	
		Use - Mentor Matching	81	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Use - Disaster Relief Volunteer	DR	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Accrue	10	
		Begin Balance	24	
		Buy Back	34	
		Cancel	35	
		Cash Out	36	
		Lump Sum ***	37	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From EE (Key for employee who is receiving time)	45	
		Transfer To LB (Key for benefit giving time)	46	
		Transfer from LB (Key for benefit receiving time)	47	
		Transfer to Release Timebank (Union)	48	
		Adjust – credit (Restricted, see ♦)	14	
		Adjust – debit (Restricted , see ♦)	15	
EDUCATIONAL LEAVE * (EDUC LV)	EL	Use	01	Hours
		Accrue	10	
		Begin Balance	24	
		Bonus	28	
		Cancel	35	
		Adjust – credit (Restricted, see ♦)	14	
		Adjust – debit (Restricted , see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 65

Accrued Benefits (cont. 1)

Rev. 07/05

ACCRUED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PERSONAL DAY * (PD)	PD	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Partnership		
		Use - In Lieu o Family	71	
		Sick		
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - in lieu of Excess	IE	
		Hours		
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		Restore Hours - IDL	RI	
		Accrue	10	
		Begin Balance	24	
		Cancel	35	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From EE (Key for employee who is receiving time)	45	
		Adjust – credit (Restricted, see ♦)	14	
		Adjust – debit (Restricted , see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 66

Accrued Benefits (cont. 2)

Rev. 07/05

ACCRUED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PERSONAL HOLIDAY (PH)	PH	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In Lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Pending TD	PT	
		Pending IDL	SI	
		IDL Supplementation	ST	
		TD Supplementation	SN	
		NDI/SDI Supplementation	DW	
		Disability Waiting Period	RI	
		Restore Hours - IDL	RT	
		Restore Hours - TD	RN	
		Restore Hours – NDI/SDI	10	
		Accrue	24	
		Begin Balance	37	
		Lump Sum ***	44	
		Transfer To EE (Key for employee who is giving time)	46	
		Transfer To LB (Key for benefit giving time)	48	
		Transfer To Release Timebank Union	14	
		Adjust - credit (Restricted, see ♦)	15	
		Adjust - debit (Restricted see ♦)		

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 67

Accrued Benefits (cont. 3)

Rev. 10/02

ACCRUED BENEFITS (CONT.)				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
SICK LEAVE (SICK LV)	SL	Use	01	Hours
		Use-Family	02	
		Use-Family Sick (AB109)	72	
		Use – Extended	BL	
		Bereavement		
		Use – Family Crisis	FC	
		Use- FMLA	FM	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Accrue	10	
		Begin Balance	24	
		Lump Sum ***	37	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From EE (Key for employee who is receiving time)	45	
		Transfer From LB (Key for benefit receiving time).	47	
		Adjust -credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted see ♦)	15	

♦ DO NOT use unless instructed by SCO.

*** Before keying this transaction, refer to “Separation Procedures”, in the Examples section of the Workbook.

LEAVE BENEFITS – PAGE 68

Accrued Benefits (cont. 4)

Rev. 05/03

ACCRUED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
VACATION (VACATION)	VA	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In Lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching	81	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Use – Disaster Relief Volunteer	DR	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - In lieu of Excess Hours	IE	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Accrue	10	
		Begin Balance	24	
		Bonus	28	
		Buy Back	34	
		Cancel	35	
		Cash Out	36	
		Lump Sum***1	37	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From EE (Key for employee who is receiving time)	45	
		Transfer To LB (Key for benefit giving time)	46	
		Transfer From LB (Key for benefit receiving time)	47	
		Transfer to Release Timebank (Union)	48	
		Adjust- credit (Restricted, see ♦)	14	
		Adjust -debit (Restricted , see ♦)	15	

1 CSU Campus Only: Before keying this transaction, refer to "A60 Non-Academic to Academic" in the Examples section of the workbook.

♦ DO NOT use unless instructed by SCO.

*** Before keying this transaction, refer to "Separation Procedures", in the Examples section of the Workbook.

LEAVE BENEFITS – PAGE 69

Earned Benefits

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
COMPENSATING TIME OFF CT (CTO)		Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching	81	
		Use - In lieu of Excess Hours	IE	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Use - Disaster Relief Volunteer	DR	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn-Straight	06	
		Earn-Premium	07	
		Earn-FLSA Premium	08	
		Begin Balance-Regular-	25	
		FLSA Begin Balance-	26	
		Premium-FLSA		
		Cancel	35	
		Cash Out	36	
		Lump Sum	37	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From LB (Key for benefit giving time)	47	
		Transfer To Release Timebank (Union)	48	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 70

Earned Benefits (cont. 1)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
EXCESS HOURS	EX or	Use	01	Hours
- CIVIL SERVICE = EX	EH	Use - In lieu of Sick Leave	04	
- CSU = EH		Use - Family School	70	
(EX HRS)		Partnership		
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching (EX)	81	
		Use - A/R	AR	
		Use - Extended	BL	
		Bereavement (EX)		
		Use - Family Activity (EX)	FA	
		Use - Family Crisis (EX)_	FC	
		Use - FMLA	FM	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Lump Sum	37	
		Transfer to EE (key for	44	
		employee who is giving time)		
		Transfer to Release Time	48	
		Bank		
		Adjust - credit (Restricted, see ♦)		
		Adjust - debit (Restricted, see ♦)	14	
			15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 71

Earned Benefits (cont. 2)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
HOLIDAY COMP TIME	HT	Use	01	Hours
OFF **		Use - In lieu of Sick Leave	04	
(HOL ITO)		Use - In lieu of Family Sick	71	
		Use - In lieu of Excess	IE	
		Hours		
		Pending IDL	PI	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Earn-Premium	07	
		Earn-Straight	06	
		Begin Balance	24	
		Cash Out	36	
		Lump Sum	37	
		Transfer To EE (Key for	44	
		employee who is giving time)		
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 72

Earned Benefits (cont. 3)

Rev. 05/03

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
HOLIDAY CREDIT (HOL CR)	HC	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In Lieu of Family Sick	71	
		Use - Family Sick AB109)	72	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hours	IE	
		Use - Mentor Matching	81	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours – IDL	RI	
		Restore Hours – TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Earn – In lieu of PH	09	
		Begin Balance	24	
		Cash Out	36	
		Buy Back	34	
		Lump Sum	37	
		Transfer To EE (Key for employee who is giving time)	44	
		Transfer From LB (Key for benefit receiving time)	47	
		Transfer to Release Timebank (Union)	48	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 73

Earned Benefits (cont. 4)

Rev. 10/04

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
HOLIDAY INFORMAL TIME OFF (HOL ITO)	HI	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In Lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matcher	81	
		Use - Extended Bereavement	BL	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use- In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	Hours
		Begin Balance	24	
		Cancel	35	
		Adjust -credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 74

Earned Benefits (cont. 5)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
MEDICAL OFFICER OF THE DAY * (MOD TO)	MO	Use	01	
		Use - In lieu of Sick Leave	04	
		Use - In lieu of Family Sick	71	
		Use - In Lieu of Excess Hours	IE	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Lump Sum	37	
		Transfer To EE (Key for ee who is giving time)	44	
		Adjust -credit (Restricted, see ♦)	14	
		Adjust -debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 75

Earned Benefits (cont. 6)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
ON CALL ASSIGNMENT (ON CALL)	OC	Use	01	Hours
		Use - In Lieu of Sick Leave	04	
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hrs	IE	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Restore Hours - IDL	RI	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Begin Balance	24	
		Cancel	35	
		Cash Out	36	
		Lump Sum	37	
		Transfer to EE	44	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 76

Earned Benefits (cont. 7)

Rev. 0705

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PARR – LAWSUIT SETTLEMENT (PARR)	PA	Use	01	
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching	81	
		Use - Extended Bereavement	BL	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI Supplementation	SN	
		Restore Hours – IDL	RI	
		Restore Hours - TD	RT	
		Earn	05	
		Begin Balance	24	
		Buy Back	34	
		Cash Out	36	
		Lump Sum ***	37	
		Transfer To EE	44	
		Transfer Time To Release Timebank (Union)	48	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 77

Earned Benefits (cont. 8)

Rev. 10/04

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PERSONAL LEAVE				
DAY *	LD	Use	01	Hours
(PLD/PLP2003)		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching	81	
		Use - A/R	AR	
		Use - Extended Bereavement	BL	
		Use - Family Activity	FA	
		Use - Family Crisis	FC	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Buy Back	34	
		Lump Sum ***	37	
		Transfer To EE	44	
		Transfer Time To Release	48	
		Timebank (Union)		
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

* Civil Service Only

*** Before keying this transaction, refer to “Separation Procedures”, in the Examples section of the Workbook.

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 78

Earned Benefits (cont. 9)

Rev. 05/03

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PERSONAL LEAVE PROGRAM * (PLP)	PL	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use – In lieu of Family Sick	71	
		Use – Family Sick (AB109)	72	
		Use – Mentor Matching	81	
		Use - A/R	AR	
		Use – Extended Bereavement	BL	
		Use – Family Activity	FA	
		Use – Family Crisis	FC	
		Use - FMLA	FM	
		Use- In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		Pending TD	PT	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Buy Back	34	
		Lump Sum ***	37	
		Transfer To EE	44	
		Transfer Time To Release Timebank (Union)	48	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

* Civil Service Only

*** Before keying this transaction, refer to “Separation Procedures”, in the Examples section of the Workbook.

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 79

Earned Benefits (cont. 10)

Rev. 0705

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PERSONAL LEAVE TIME (PLT)	LT	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use – In lieu of Family Sick	71	
		Use - FMLA	FM	
		Use- In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Earn	05	
		Begin Balance	24	
		Buy Back	34	
		Cash Out	36	
		Lump Sum	37	
		Transfer to EE	44	
		Transfer Time To Release	48	
		Timebank (Union)		
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

- ♦ DO NOT use unless instructed by SCO.

LEAVE BENEFITS – PAGE 80

Earned Benefits (cont. 11)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
PROFESSIONAL LEAVE (PROF LV)	PR	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - In lieu of Family Sick	71	
		Use - Extended Bereavement	BL	
		Use - In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Restore Hours - IDL	RI	
		Earn	05	
		Begin Balance	24	
		Cancel	35	
		Lump Sum	37	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 81

Earned Benefits (cont. 12)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS ACTION CODE	RATE OF MEASURE
VACATION BANK * (VA Bank)	VB	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - In lieu of Family Sick	71	
		Use - Mentor Matching	81	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		Restore Hours - IDL	RI	
		Earn	05	
		Begin Balance	24	
		Cancel	35	
		Lump Sum	37	
		Transfer to EE (Key for employee who is giving time)	44	
		Transfer from EE (Key for employee who is receiving time)	45	
		Transfer to LB (Key for benefit giving time)	46	
		Transfer from LB (Key for benefit receiving time)	47	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 82

Earned Benefits (cont. 13)

Rev. 07/05

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
VOLUNTARY PERSONAL LEAVE PROGRAM * (VPLP)	PV	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use - Family School Partnership	70	
		Use - In lieu of Family Sick	71	
		Use - Family Sick (AB109)	72	
		Use - Mentor Matching	81	
		Use - A/R	AR	
		Use - FMLA	FM	
		Use - In Lieu of Excess Hours	IE	
		Pending IDL	PI	
		IDL Supplementation	SI	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Disability Waiting Period	DW	
		Restore Hours - IDL	RI	
		Restore Hours - TD	RT	
		Restore Hours – NDI/SDI	RN	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Lump Sum ***	37	
		Transfer To EE	44	
		Transfer Time To Release	48	
		Timebank (Union)		
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO

EARNED BENEFITS				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
V-TIME * (Vtime)	VT	Use	01	Hours
		Use - In lieu of Sick Leave	04	
		Use – In lieu of Family Sick	71	
		Use- In Lieu of Excess Hours	IE	
		TD Supplementation	ST	
		NDI/SDI Supplementation	SN	
		Restore Hours - IDL	RI	
		Earn	05	
		Begin Balance	24	
		Cash Out	36	
		Transfer To LB	46	
		Adjust - credit (Restricted, see ♦)	14	
		Adjust - debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO

* Civil Service Only

*** Before keying this transaction, refer to “Separation Procedures” in the Examples section of the Workbook.

LEAVE BENEFITS – PAGE 84

Usage Only Benefits

Rev. 07/05

USAGE ONLY				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
ACTIVIST RELEASE TIME	AR	Use	01	Hours
BANK (DEPT OF CORRECTIONS ONLY)		Begin Total	27	
		Cancel	35	
ADMINISTRATIVE TIME OFF (ATO)	AT	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
		Use – Continuous Hours	CH	
		Use – Disaster Relief Volunteer	DR	Hours
BEREAVEMENT LEAVE *	BL	Use	01	Hours
(BREAVMNT)		Use – Fiscal Year	FY	
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
CONTINUING MEDICAL *	CM	Use	01	Hours
EDUCATION		Begin Total	27	
(CM EDUC)		Adjust – debit (Restricted, see ♦)	15	
DAYS LIMIT - TAU	DL	Work	90	Days
		Work Adjust	91	
		Begin Total	27	
EMERGENCY MILITARY LEAVE - DAYS (EMR DAYS)	EM	Use	01	Days
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
HOURS (EMR HOURS)	HE	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
FAMILY & MEDICAL LEAVE ACT (FMLA)	FM	Use	01	Hours
		Begin Total	27	
		Adjust-credit (Restricted, see ♦)	14	
		Adjust – debit (Restricted, see ♦)	15	
FUNERAL LEAVE **	FL	Use	01	Hours
(FUNERAL)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
JURY DUTY	JD	Use	01	Hours
(JURY DTY)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
MATERNITY/PATERNITY ADOPTION**	MP	Use	01	Days
(MPA LV)		Begin Total	27	
		Balance Adj - Debit	15	
MENTOR LEAVE*	MN	Use	01	Hours
(Mentor)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	

* Civil Service Only

♦ DO NOT use unless instructed by SCO

LEAVE BENEFITS – PAGE 85

Usage Only Benefits (cont.)

Rev. 02/05

USAGE ONLY				
LEAVE BENEFIT NAME (ABBREVIATION)	LEAVE BENEFIT ID	TRANSACTION TYPE	TRANS- ACTION CODE	RATE OF MEASURE
MILITARY LEAVE	ML	Use	01	Days
DAYS (MIL DAYS)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
HOURS (MIL HRS)	MH	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
OFFICIAL UNION BUSINESS	UB	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
PAID EDUCATION LEAVE *	PE	Use	01	Hours
(PD EDUC)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
PROBATION - HOURS	HP	Work	90	Hours
(PROB HRS)		Begin Total	27	
PROFESSIONAL	PT	Use	01	Hours
TRAINING/DEVELOPMENT*		Begin Balance	27	
		Adjust – debit (Restricted, see ♦)	15	
(PROF TRNG/DEVEL)				
SENIORITY POINTS	SP	Earn	05	Hours
(S POINTS)		Begin Total	27	
SUBPOENAED WITNESS	SW	Use	01	Hours
(SUBPOENA)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
SURVIVOR BENEFIT	SB	Use	01	Hours
DONATION		Begin Total	27	
UNION				
CONFERENCE/TRAINING	UC	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
UNION PAID LEAVE	UL	Use	01	Hours
		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	
UNION TIME OFF	UT	Use	01	Hours
(UNION TO)		Begin Total	27	
		Adjust – debit (Restricted, see ♦)	15	

♦ DO NOT use unless instructed by SCO.

* Civil Service Only

OUT-OF-SERVICE BENEFIT

Introduction

Accrued and Earned benefits will be placed "Out-of-Service" when the benefit balance is less than zero. Transaction amounts greater than the benefit balance for the transaction leave period will NOT be accepted by CLAS. However, retroactive transactions can generate a negative balance in a following leave period

Exception: A negative balance for CSU - Excess Hours will not place the Leave Benefit Out-of-Service.

LASF009		B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY				06/09/02	
						10:50:29	
SSN: 000-00-0000		NAME: VR BASIK					
LB: VACATION		PSN REQ:		EMPLOYER:			
	LV	BEGIN			END		
SEL	PRD	BALANCE	USED	MISC	BALANCE	CREDIT	
-	01/02	0.00			0.00	12.00	
-	02/02	12.00	4.00		8.00	12.00	
-	03/02	20.00			20.00	12.00	
-	04/02	32.00	34.00		- 2.00	12.00	
-	05/02		12.00			12.00	
DC981857 BENEFIT OUT-OF-SERVICE AS OF 4/02							
ACTN: SSN: LB: LV PRD:							
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU							
PAGE: 01							

Example: Retroactive "Use" transaction of 4 hours for February 2002 generated a balance less than zero (-2 hours) for April 2002. Benefit is Out-of-Service as of the April 2002 Leave Period.

LEAVE BENEFIT SCREENS

Overview

This section contains information on the various CLAS screens available for Leave Benefit processing. These screens are separated into two sections, Inquiry and Update.

Inquiry screens - Are used to inquire or view the data available on an employee's Leave Benefits. Each screen description contains access instructions and where needed, an explanation on the displayed data.

Update screens - Are used to key Leave Benefit transactions and update the various Leave Benefit fields. Each screen description provides access instructions, displayed data explanations (as needed) and update instructions.

Screen Navigation

There are four fields located at the bottom of all CLAS screens that are used to navigate through the leave system. The four fields are ACTN (action), SSN (Social Security Number), LB (Leave Benefit) and LV PRD (Leave Period).

Access to all screens on the leave system requires entry of the three digit Action Code in the ACTN field. All screens (except MSG and PIP) also require a Social Security Number. Some screens require the Leave Benefit and/or Leave Period in addition to the Action Code and SSN.

ALL SCREENS CAN BE ACCESSED FROM ANY OTHER CLAS SCREEN.

The information entered in the ACTN, SSN, LB and LV PRD fields is retained by the system when moving from one screen to another. If this information is needed to move to another screen it is not necessary to re-enter the data. The system will remember what was previously entered (although it will not be displayed) and use that information for movement.

Exception: When requesting a screen that requires a Leave Period for access, the LV PRD field may need to be reentered. (A message will display when required.)

Example: User requested the "B12 - Leave Benefit Detail Inquiry" screen by entering the following:

ACTN: **B12** SSN: **999 99 9999** LB: **VA** LV PRD: **__ __**

After viewing the screen the user wishes to access the "B52 - Leave Benefit Void Transaction Entry" screen for the same employee and same Leave Benefit. Although the SSN and LB fields are required, only the ACTN field must be completed since SSN and LB are not changing. The "Leave Benefit Void Transaction" screen can be requested by entering the following:

ACTN: **B52** SSN: **__ __ __** LB: **_** LV PRD:

NOTE: Returning to the Leave Accounting System Main Menu will erase any previous data in the 4 input fields.

Process and Go

The Leave Accounting System has "Process & Go" capabilities. That is, the ENTER key is pressed only once to "PROCESS (update) data and "GO" (advance) to the screen requested in the Action Line. When keying data the user has two options.

1. After keying data, press ENTER. Key information in the Action Line Fields to proceed to another record and press ENTER (a second time), OR (using PROCESS & GO)
2. After keying data, key information in the Action Line Fields to request a different record and press ENTER (eliminating the need to press ENTER a second time).

Function Keys

The Function Keys are displayed at the bottom of each of the leave benefit screens (below the Action Line fields). Pressing any one of these keys will initiate the designated action. The chart below summarizes the Function Keys:

Function Key	Description/Use
PF3=INQ	Accesses the Leave Benefit Inquiry screen from the Leave Benefit Detail Inquiry screen
PF3=SUMMARY	Accesses the Leave Benefit History Summary screen from the Leave Benefit Transaction History Inquiry Screen
PF4=REFRESH	Refreshes data (cancels selections/keyed data)
PF7=PREVIOUS	Displays previous page for the screen
PF8=NEXT	Displays the next page for the screen
PF10=LEFT	Displays the left side of the screen
PF11=RIGHT	Displays the right side of the screen
PF12=PRINT	Prints displayed page only
CLEAR=MENU	Returns to the CLAS Main Menu (no data processed)

INQUIRY

LASF001		B10 - LEAVE BENEFIT INQUIRY		06/14/02 16:04:30	
SSN: 000-00-2029		NAME: VR BASIK		SS BAL: 148	
SEL	LEAVE BENEFIT	BALANCE	YTD TOTAL	PSN SEQ EMPLOYER	OUT OF SERVICE
<input checked="" type="checkbox"/>	VACATION	36.00			
<input type="checkbox"/>	SICK LEAVE	129.00			
<input type="checkbox"/>	PERSONAL HOLIDAY	1.00	U		
<input type="checkbox"/>	EXCESS HOURS	1.00		01 SCO	
<input type="checkbox"/>	JURY DUTY		8.00		
Dc982411 ONLY PAGE					
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __					
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU					

B10 - LEAVE BENEFIT INQUIRY

Displays

This inquiry screen displays current information including:

- Accrued benefits with balances of zero or greater if Establishment Period has an End Leave Period of 99/99.
- Earned benefits with balances greater than zero (Exception: will display CSU - Excess Hours if balance is less than zero.)
- Usage Only benefits with Year To Date Totals (YTD TOTAL) greater than zero.

NOTE: If the benefit is "Out-of-Service", balance will be blank and an Out-of-Service Leave Period will display.

To Access Screen

Key the following in the Action Line Fields (example below):

ACTN: **B10** (enter Action Code)
 SSN: **000 00 2029** (enter employee's Social Security Number)
 LB: **__** (leave blank)
 LV PRD: **__** (leave blank)

Press the **ENTER** Key.

To Access Detail Inquiry

From the B10 screen the LEAVE BENEFIT DETAIL INQUIRY screen can be accessed by selecting a leave benefit.

To select, key an **X** next to the desired leave benefit and press **ENTER**.

INQUIRY

LASF002 TRNG		B12 - LEAVE BENEFIT DETAIL INQUIRY		06/14/02 16:04:31
SSN: 000-00-2029 LB: VACATION		NAME: VR BASIK PSN SEQ: 01	EMPLOYER:	
LB TYPE: ACCRUED	STD ACRUAL RATE: 12.00	ELIGIBLE PSNS: 1.00		
BALANCE: 36.00 HOURS	RATE CHG LV PRD: 02/04	TIME BASE: FT		
SS BAL: 148.00	LAST ACCRUAL LVPRD: N/A	CBID: R01		
	BEGIN LV PRD	END LV PRD	----- COMMENTS -----	
ESTABLISHMENT PERIOD	01/02	99/99		
WAITING PERIOD			END RATE:	
NONSTD ACCRUAL RATE			RATE:	
VAC 10-MONTH				
ACTN: ____ SSN: ____ LB: ____ LV PRD: ____				
PF3 = INQ PF4 = REFRESH PF12 = PRINT CLEAR = MENU				

B12 - LEAVE BENEFIT DETAIL INQUIRY**Displays**

This inquiry screen displays the current status and balance of the requested leave benefit. The State Service balance will also display.

**To Access
Screen**

Key information in the Action Line fields (example below):

ACTN: **B12** (enter AccessCode)

SSN: **000 00 2029** (enter employee's Social Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **— —** (leave blank)

Press the **ENTER** Key.

Additional Information

Provided below is additional information on those fields which require clarification:

Field Name	Displays:
BALANCE	actual benefit balance to the thousandths field
STD ACCRUAL RATE	full-time accrual rate for Accrued Benefits blank for Non-Standard Rate
RATE CHG LV PRD	Leave Period in which accrual rate will increase to next higher rate (Vacation and Annual Leave only) MAX indicated if accrual rate is at the maximum level.
LAST ACCRUAL LV PRD	The last accrual Leave Period for Sick Leave when Annual Leave is added. Not applicable (N/A) for all other benefits or if Annual Leave is NOT established.

Note: Fields may be blank if an Out-of-Service condition exists.

INQUIRY

LASF011		B14 - CTO HISTORY SUMMARY INQUIRY							
06/23/02		10:33:52							
SSN: 000-00-2125		NAME: I GREEVE							
LB: COMPENSATING TIME OFF		PSN SEQ: 01		EMPLOYER: STATE CONTROLLER					
SEL	LV PRD	BEGIN BALANCE	---CREDIT--- FLSA	REG	USE D	MISC	END BALANCE	---AVAILABLE--- FLSA	REG
-	11/01	0.00	15.00	10.00			25.00	10.00	10.00
-	12/01	25.00		12.00	5.00		32.00		12.00
ACTN: __ SSN: __ __ LB: __ LV PRD:									
PAGE: 01									
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU									

B14 - CTO HISTORY SUMMARY INQUIRY

Displays

This inquiry screen displays monthly summaries of:

- credit and debit (e.g., use) transactions
- beginning and ending balances
- AVAILABLE hours for FLSA and/or Regular CTO in the Leave Period in which the CTO was earned.
- There are 3 different transaction types used for CTO:

Regular -	CTO earned at straight time (one hour posted equals 1 hour available)
Premium -	CTO earned at Time and one half (one hour posted equal 1.5 hours available)
FLSA Premium-	Same as Premium above AND time was worked under FLSA guidelines

To Access Screen

Key information in the Action Line fields (example below):

ACTN:	B14	(enter Action Code)
SSN:	000 00 2125	(enter employee's Social Security Number)
LB:	CT	(enter Leave Benefit ID)
LV PRD:	11 01	(enter Leave Period, optional, if blank all Leave periods will display)

Press the **ENTER** key.

Additional Information

Provided below is additional information on those fields which require clarification:

Field Name	Displays:
CREDIT FLSA	FLSA time and a half hours earned (10 hours FLSA Premium keyed, system calculates premium and displays 15 hours credit)
CREDIT REG	a combination of hours for Regular CTO (straight time) and Premium CTO (time and a half) hours
MISC	hours from Miscellaneous transactions (e.g., Cash-out)
AVAILABLE	hours of Regular and FLSA CTO available for the Leave Period in which the time was earned. Debit transactions (e.g. Cash Out) for CTO will be subtracted from the oldest "Available Balance" Leave Period first. If both FLSA and Regular CTO are available for the same Leave Period, FLSA will be debited first and Regular second.

Note: Fields may be blank if an Out-of-Service condition exists.

- CTO credits are available for use in the **SAME** leave period as earned.

To Access Transaction History

From this screen the LEAVE BENEFIT TRANSACTION HISTORY INQUIRY screen can be accessed by selecting a Leave Period.

To select, key an **X** next to the desired Leave Period and press **ENTER**.

INQUIRY

LASF009		B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY				07/20/02 15:56:51	
SSN: 000-00-2110		NAME: SO HAPPY					
LB: VACATION		PSN SEQ:		EMPLOYER:			
	LV	BEGIN			END		
SEL	PRD	BALANCE	USED	MISC	BALANCE		CREDIT
-	10/01	120.00			120.00		7.00
-	11/01	127.00			127.00		7.00
-	12/01	134.00			134.00		10.00
-	01/02	144.00			144.00		10.00
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ PAGE: 01 PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU							

Example: 7 hours credit posted for 10/01 cannot be used until the **NEXT** leave period, 11/02.

B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY**Displays**

This inquiry screen displays monthly summaries of benefit activity including beginning and ending balances.

There are two formats for this screen. Format shown on this page is for leave benefits with the credit available for use in the **NEXT** Leave Period. (See example above.)

To Access Screen

Key information in the Action Line fields (example below):

ACTN:	B14	(enter Action Code)
SSN:	000 00 2110	(enter employee's Social Security Number)
LB:	VA	(enter Leave Benefit ID)
LV PRD:	10 01	(enter Leave Period, optional, if blank all Leave Periods display)

Press the **ENTER** key.

Additional Information • MISC field -displays hours from Miscellaneous transactions(e.g., Buy Back)

Note: Fields may be blank if an Out-of-Service condition exists.

LASF010 07/20/02		B14 - LEAVE BENEFIT HISTORY SUMMARY INQUIRY					16:01:27
SSN: 000-00-2110		NAME: SO HAPPY					
LB: PERSONAL HOLIDAY		PSN SEQ:		EMPLOYER:			
	LV	BEGIN				END	
SEL	PRD	BALANCE	CREDIT	USED	MISC	BALANCE	
-	10/01	1.00				1.00	
-	11/01	1.00		1.00		0.00	
-	01/02	0.00	1.00			1.00	
ACTN: __ SSN: __ __ __ LB: __ LV PRD: PAGE: 01 PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU							

Example: 1 unit credit posted for 01/02 is available for use in the **SAME** Leave Period.

To Access Transaction History

From this screen the LEAVE BENEFIT TRANSACTION HISTORY INQUIRY screen can be accessed by selecting a Leave Period.

To select, key an **X** next to the desired leave period and press **ENTER**.

INQUIRY

LASF012		B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY					
05/28/02							
(LEFT SCREEN)							
10:58:15							
SSN:	000-00-2125	NAME:	I GREEVE				
LB:	SICK LEAVE	PSN SEQ:	01	EMPLOYER:			
		BEGIN BALANCE FOR 10/01:	255.00				
LV	POST	VOID			N		
PRD	DATE	DATE	TRANSACTION	AMOUNT	S	COMMENTS	PPCID
10/01	10/13/01		CONV BAL	255.00			
10/01	11/10/01		ACCRUE	8.00			
11/01	12/10/01		ACCRUE	8.00			
12/01	01/06/02		USE	8.00			ZZ
12/01	01/11/02		ACCRUE	8.00			
01/02	02/10/02		ACCRUE	8.00			
02/02	03/04/02		USE	8.00			ZZ
02/02	03/10/02		ACCRUE	8.00			
ACTN: __ SSN: __ __ LB: __ LV PRD: __ __							PAGE:
01							
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU							

Example: Left Screen.

B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY

Displays

This inquiry screen displays detailed transaction history for the requested leave benefit.

There are 2 formats for this screen. Format shown on page 94 is for CTO and Holiday CTO. Format shown on this page and page 93 is for all other benefits.

NOTE: This screen format consists of two screens, a Left screen and a Right screen. Upon initial access the Left screen will display. Press PF11 to access the Right screen (example next page), which includes transaction position information. (Press PF10 to return to the Left Screen.)

To Access Screen

Key information in the Action Line fields (example below):

ACTN: **B16** (enter Action Code)
 SSN: **000 00 2125** (enter employee's Social Security Number)
 LB: **SL** (enter Leave Benefit ID)
 LV PRD: **10 01** (enter Leave Period, optional, if blank all Leave Periods will display)

Press the **ENTER** key.

Additional Information

Provided below is additional information on those fields which require clarification:

Field Name	Displays:
VOID DATE	Date Transaction was voided
NS	"N" indicates a Non-Standard Rate accrual
COMMENTS	Reflects transfer information
PPCID	Identifies posting department

- PF3=SUMMARY: Will display the LEAVE BENEFIT HISTORY SUMMARY INQUIRY screen.

LASF013 TRNG		B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY (RIGHT SCREEN)			07/28/02 08:32:27	
SSN:	000-00-2125	NAME:	I GREEVE			
LB:	SICK LEAVE	PSN SEQ:		EMPLOYER:		
		BEGIN BALANCE FOR 10/01:	255.00			
LV	POST	VOID		N	PSN	POSITION
PRD	DATE	DATE	TRANSACTION	AMOUNT S	SEQ	NUMBER
10/01	10/13/01		CONV BAL	255.00	01	YYY-006-1404-050
10/01	11/10/01		ACCRUE	8.00	01	YYY-006-1404-050
11/01	12/10/01		ACCRUE	8.00	01	ZZZ-050-1404-083
12/01	01/06/02		USE	8.00	01	ZZZ-050-1404-083
12/01	01/11/02		ACCRUE	8.00	01	ZZZ-050-1404-083
01/02	02/10/02		ACCRUE	8.00	01	ZZZ-050-1404-083
02/02	03/04/02		USE	8.00	01	ZZZ-050-1404-083
02/02	03/10/02		ACCRUE	8.00	01	ZZZ-050-1404-083
ACTN: __ SSN: __ __ LB: __ LV PRD: __ __						PAGE: 01
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF10=LEFT PF12=PRINT CLEAR=MENU						

Example: Right Screen.

INQUIRY

LASF014	B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY						
05/28/02							
(LEFT SCREEN)							
11:03:08							
SSN: 000-00-2125	NAME: I GREEVE						
LB: COMPENSATING TIME OFF	PSN SEQ: 01		EMPLOYER: STATE				
CONTROLLER							
BEGIN BALANCE FOR 11/01:			0.00				
LV	POST	VOID	TRANSACTION	AMOUNT	PRE	COMMENTS	PPCID
PRD	DATE	DATE			M		
11/01	12/07/01		EARN STRGHT	10.00			ZZ
11/01	12/07/01		EARN FLSA	10.00	5.00		ZZ
12/01	01/08/02		EARN PREM	8.00	4.00		ZZ
12/01	01/01/02		USE	5.00			ZZ
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __							
PAGE: 01							
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU							

Example: Left screen for CTO/Holiday CTO format.

LASF019	B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY						07/28/02
(RIGHT SCREEN)						08:32:01	
SSN: 000-00-2125	NAME: I GREEVE						
LB: COMPENSATING TIME OFF	PSN SEQ: 01		EMPLOYER: STATE				
CONTROLLER							
BEGIN BALANCE FOR 11/01:			0.00				
LV	POST	VOID	TRANSACTION	AMOUNT	PREM	PSN	POSITION
PRD	DATE	DATE				SEQ	NUMBER
11/01	12/07/01		EARN STRGHT	10.00		01	ZZZ-050-1404-083
11/01	12/07/01		EARN FLSA	10.00	5.00	01	ZZZ-050-1404-083
12/01	01/08/02		EARN PREM	8.00	4.00	01	ZZZ-050-1404-083
12/01	01/01/02		USE	5.00		01	ZZZ-050-1404-083
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __						PAGE: 01	
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF10=LEFT PF12=PRINT CLEAR=MENU							

Example: Right Screen for CTO/Holiday CTO format.

INQUIRY

LASF018 07/20/02		B18 - LEAVE BENEFIT CHARACTERISTICS HISTORY INQUIRY		13:14:51
SSN: 000-00-2110 LB: VACATION		NAME: SO HAPPY PSN SEQ: EMPLOYER:		
ESTABLISHMENT PERIOD		-----CHARACTERISTICS-----		
BEGIN LV PRD	END LV PRD	NAME	BEGIN LV PRD	END LV PRD
01/02	99/99			
10/01	12/01			
		WAITING PERIOD	10/01	12/01
		NON-STD RATE	10/01	10/01
		END DATE: 12/31/01 RATE: 5.000		
ACTN: __ SSN: __ __ __ LB: __ LV PRD: PAGE: 01 PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU				

Example: Shaded areas highlight Establishment Period and characteristics (e.g., Waiting Period and Non-Standard Rate).

B18 - LEAVE BENEFIT CHARACTERISTICS HISTORY INQUIRY**Displays**

This inquiry screen displays:

- "Accrued" type benefits only
- Establishment Period history
- Waiting Period history
- Non-Standard Rate history
- Vacation 10-Month Plan history

**To Access
Screen**

Key information in the Action Line fields (example below):

ACTN:	B18	(enter Action Code)
SSN:	000 00 2110	(enter employee's Social Security Number)
LB:	VA	(enter Leave Benefit ID)
LV PRD:	__ __	(leave blank)

Press the Enter key.

INQUIRY

LASF021 05/28/02	B20 - LEAVE BENEFIT LIST		12:30:16
SSN: 000-00-2006	NAME: HT TOFT		
LEAVE BENEFIT	PSN	EMPLOYER	
VACATION	SEQ		
SICK LEAVE			
PERSONAL HOLIDAY			
COMPENSATING TIME OFF	01	STATE CONTROLLER	
COMPENSATING TIME OFF	01	CORPORATIONS	
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __			
PAGE: 01			
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU			

B20 - LEAVE BENEFIT LIST

Displays

This inquiry screen displays all Leave Benefits an employee has used on CLAS within the last five years.

- Position Sequence (PSN SEQ) and Employer will display for benefits which are designated as “employer benefits”, i.e., Holiday Credit, CTO, & Excess hours. .

To Access Screen

Key information in the Action Line fields (example below):

ACTN:	B20	(enter Action Code)
SSN:	000 00 2006	(enter employee's Social Security Number)
LB:	__	(leave blank)
LV PRD:	__ __	(leave blank)

Press the **ENTER** key.

INQUIRY/UPDATE

LASF003		LEAVE BENEFIT SELECTION	
05/19/02			
08:56:36			
SSN:	000-00-2125	NAME:	I GREEVE
		PSN	
SEL	LEAVE BENEFIT	SEQ	EMPLOYER
X	COMPENSATING TIME OFF	0 1	CORPORATIONS
—	COMPENSATING TIME OFF	0 1	STATE CONTROLLER
ACTN: __ SSN: __ __ __ LB: __ LV PRD:			
PAGE: 01			
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU			

LEAVE BENEFIT SELECTION**Displays**

These screen displays the multiple employers for a benefit when the system cannot determine which benefit you wish to update/view.

To Access Screen

This section cannot be directly accessed but will automatically "pop-up" when a Leave Benefit is identified with more than one employer.

To Select Benefit

Select the benefit by keying an **X** next to the desired benefit and press ENTER. Screen previously requested (prior to the display of the Leave Benefit Selection screen) will display.

UPDATE

LASF015		POSITION SELECTION							
05/26/02									
14:00:29									
SSN: 000-00-2110		NAME: SO HAPPY				LV			
PRD:01/02									
LB: VACATION									
SEL	PSN	POSITION	BEGIN	END		TIME	PAY	SAL	ALT
	SEQ	NUMBER	DATE	DATE	CBID	BASE	FREQ	PER	RNG
X	01	ZZZ-019-1141-007	01/04/02	99/99/99	S04	FT	M	M	A
-	01	ZZZ-019-1441-043	10/01/01	01/03/02	R04	FT	M	M	A
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ PAGE: 01									
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU									

POSITION SELECTION**Displays**

This screen displays the multiple EPH records for a Leave Period when the system cannot determine which position number to identify on a Leave Benefit transaction.

To Access Screen

This screen cannot be accessed directly but will automatically "pop-up" when more than one Employee Position History (EPH) record exists for a Leave Period.

To Select Position

Select the position by keying an **X** next to the desired position and press ENTER. Screen previously requested (prior to the display of the Position Selection screen) will display.

UPDATE

LASFO34		B50 - LEAVE BENEFIT TRANSACTION ENTRY	
06/24/02			
12:59:28			
SSN:	000-00-2108	NAME:	Y SOUPE
LB:	VACATION	PSN SEQ:	EMPLOYER:
CURRENT BALANCE FOR 06/02: 153.125			
LV	TRANS	----- TRANSFER INFO -----	
PRD	CODE	AMOUNT	SSN LB TIMEBANK
06/02	VA <u>01</u>	<u>40.5</u>	_____
ACTN: __ SSN: __ LB: __ LV PRD: __			
PF4=REFRESH PF12=PRINT CLEAR=MENU			

Example: Entry of 40.5 hours Vacation Usage transaction.

B50 - LEAVE BENEFIT TRANSACTION ENTRY

Use

This screen is used to key leave benefit transactions.

Displays

This screen will display:

- requested Leave Period (LV PRD). The Leave Period will be retained until another Leave Period is requested.
- requested Leave Benefit ID will display in TRANS CODE field
- balance available for the Leave Period. Amount displayed in thousandths

To Access Screen

Key information in the Action Line fields (example below):

ACTN: **B50** (enter Action Code)

SSN: **000 00 2108** (enter employee's Social Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **06 02** (enter Leave Period)

Press the **ENTER** key.

**Key Enter
Transaction**

Key required information in the following fields (example below):

TRANS CODE: **01** (enter Transaction Code, e.g., 01 for Use transaction)

AMOUNT: **40.50** (enter amount, key decimal for fractional hours)

TRANSFER INFO (complete only for transfers)

SSN: (enter Social Security Number for transfers between employees)

NOTE: If SSN for receiving employee is unknown, enter 999-99-9999.

LB: (enter leave benefit ID for transfers between leave benefits and between employees, e.g., VA for Vacation)

TIMEBANK: (enter CBID for transfer to Union Release Timebank, e.g., R01)

Press the **ENTER** key. (system will process entry)

To Review

Updated transaction can be viewed on the B16 - LEAVE BENEFIT TRANSACTION HISTORY INQUIRY screen.

UPDATE

LASF032		B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY (LEFT SCREEN)				06/25/02 13:53:40	
SSN: 000-00-2125		NAME: I GREEVE					
LB: SICK LEAVE		PSN SEQ:		EMPLOYER:			
		BEGIN BALANCE FOR 10/01:		255.00			
LV	POST	VOID			N		
PRD	DATE	DATE	TRANSACTION	AMOUNT	S	COMMENTS	PPCID
—	10/01	10/13/01	CONV BAL	255.00			
—	10/01	11/10/01	ACCRUE	8.00			
—	11/01	12/10/01	ACCRUE	8.00			
—	12/01	01/06/02	USE	8.00			ZZ
—	12/01	01/11/02	ACCRUE	8.00			
<u>V</u>	01/02	02/10/02	ACCRUE	8.00			
—	02/02	03/04/02	USE	8.00			ZZ
—	02/02	03/10/02	ACCRUE	8.00			
ACTN: __ SSN: __ __ LB: __ LV PRD: __ __						PAGE: 01	
PF3=SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU							

Example: Void of 02/02 Usage transaction for Sick Leave.

B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY**Use**

This screen is used to void leave benefit transaction entries.

There are 2 formats for this screen. One is used to void all Leave Benefit entries except CTO and Holiday CTO. The other format is used to void CTO and Holiday CTO entries.

Displays

This screen displays detailed transaction history for the requested leave benefit.

This screen format consists of two screens, a Left screen and a Right screen. Upon initial access the left screen will display. Press PF11 to access the right screen (example this page) which includes transaction position information. (Press PF10 to return to the Left screen).

To Access Screen

Key information in the Action Line fields (example below):

ACTN:	B52	(enter Action Code)
SSN:	000 00 2125	(enter employee's SSN)
LB:	SL	(enter Leave Benefit ID)
LV PRD:	10 01	(enter Leave Period, optional, if blank all Leave Periods will display)

Press the **ENTER** key.

LEAVE BENEFITS – PAGE 107

B52 – Leave Benefit Void Transaction Entry (cont. 1)

Rev. 10/02

**To Void
Entry**

Key a **V** next to the desired single entry. Only one entry
can be voided at a time.

Press the **ENTER** key. (entry will be voided and a Void
Date will display)

LASF032	B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY		06/25/02		
PREVIOUS UPDATE SUCCESSFUL		(RIGHT SCREEN)			
SSN: 000-00-2125		NAME: I GREEVE			
LB: SICK LEAVE		PSN SEQ: EMPLOYER:			
BEGIN BALANCE FOR 10/01:		255.00			
LV	POST	VOID	N	PSN	POSITION
PRD	DATE	DATE	S	SEQ	NUMBER
—	10/01	10/13/01		01	YYY-006-1404-050
—	10/01	11/10/01		01	YYY-006-1404-050
—	11/01	12/10/01		01	ZZZ-050-1404-083
—	12/01	01/06/02		01	ZZZ-050-1404-083
—	12/01	01/11/02		01	ZZZ-050-1404-083
—	01/02	02/10/02		01	ZZZ-050-1404-083
V	02/02	03/04/02	06/25/02	01	ZZZ-050-1404-083
—	02/02	03/10/02		01	ZZZ-050-1404-083
DC982411 ONLY PAGE					
ACTN: __ SSN: __ __ LB: __ LV PRD: __				PAGE: 01	
PF3=SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF10=LEFT PF12=PRINT CLEAR=MENU					

Example: Right screen after void of 8 hour "Use" transaction in 02/02.

LEAVE BENEFITS – PAGE 108

B52 – Leave Benefit Void Transaction Entry (cont. 2)

Rev. 10/02

UPDATE

LASF033	B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY		06/25/02	
	(LEFT SCREEN)		13:55:40	
SSN:	000-00-2125	NAME:	I GREEVE	
LB:	COMPENSATING TIME OFF	PSN SEQ:	01	EMPLOYER: STATE CONTROLLER
	BEGIN BALANCE FOR 11/01: 0.00			
	LV	POST	VOID	
	PRD	DATE	DATE	TRANSACTION
	11/01	12/07/01		EARN STRGHT
	11/01	12/07/01		EARN FLSA
	12/01	01/08/02		EARN PREM
	<u>V</u> 12/01	01/01/02		USE
				AMOUNT
				10.00
				10.00
				8.00
				5.00
				PREM
				5.00
				4.00
				COMMENTS
				PPCID
				ZZ
				ZZ
				ZZ
				ZZ
ACTN:	SSN:	LB:	LV PRD:	PAGE: 01
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU				

Example: Void of 12/01 "Use" transaction for CTO.

LASF033	B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY		06/29/02	
	(RIGHT SCREEN)		16:04:10	
SSN:	000-00-2125	NAME:	I GREEVE	
LB:	COMPENSATING TIME OFF	PSN SEQ:	01	EMPLOYER: STATE CONTROLLER
	BEGIN BALANCE FOR 11/01:0.00			
	LV	POST	VOID	
	PRD	DATE	DATE	TRANSACTION
	11/01	12/07/01		EARN STRGHT
	11/01	12/07/01		EARN FLSA
	12/01	01/08/02		EARN PREM
	<u>V</u> 12/01	01/01/02	6/25/02	USE
				AMOUNT
				10.00
				10.00
				8.00
				5.00
				PREM
				5.00
				4.00
				PSN
				SEQ
				01
				01
				01
				01
				POSITION
				NAME
				ZZZ-050-1404-083
				ZZZ-050-1404-083
				ZZZ-050-1404-083
				ZZZ-050-1404-083
ACTN:	SSN:	LB:	LV PRD:	PAGE: 01
PF3= SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU				

Example: Right screen after void of 5 hour "Use" transaction in 12/01.

UPDATE

LASF026		B66 - LEAVE BENEFIT ADD	
06/08/02			
09:40:11			
SSN:	000-00-2029	NAME:	VR BASIK
LB:	VACATION		
ELIGIBLE PSNS: 1			
	BEGIN	END	
	LV PRD	LV PRD	----- COMMENTS -----
ESTABLISHMENT PERIOD	10 01		
WAITING PERIOD	10 01	03 02	END DATE: 03 01 02
NON-STANDARD RATE	10 01		RATE: 5
VAC 10-MONTH	— —	— —	
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ PF4=REFRESH PF12=PRINT CLEAR=MENU			

Example: Adding Vacation with Waiting Period and a Non-Standard Rate.

B66 - LEAVE BENEFIT ADD**Use**

This screen is used to Add an Accrued Benefit that is new to the system for the employee. (Waiting Period, Non-Standard Rate and/or Vacation 10-Month may be included when adding a benefit.)

To Access Screen

Key information in the Action Line fields (example below)

ACTN: **B66** (enter Access Code)

SSN: **000 00 2029** (enter employee's Social Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **— —** (leave blank)

Press the **ENTER** key.

**To Add
Benefit**

Key data in the following fields (as shown in examples):

Establishment Period (REQUIRED) – Identifies the Leave Periods where the benefit is active.

BEGIN LV PRD: **10 01** (enter Beginning Leave Period)

END LV PRD: **__ __** (enter END Leave Period or leave blank for establishment period with no End Leave Period*)

Waiting Period (when applicable)

BEGIN LV PRD: **10 01** (enter Beginning Leave Period)

END LV PRD: **03 02** (enter End Leave Period)

END DATE: **03 01 02** (enter End Date)

Non-Standard Rate (when applicable)

BEGIN LV PRD: **01 01** (enter Beginning Leave Period)

END LV PRD: **__ __** (enter End Leave Period or Leave blank for Non-Standard Rate with no End Leave Period*)

RATE: **5** (enter Non-Standard Rate, key decimal only for fractional hour key 0 for zero rate)

Vacation 10-Month (when applicable) - (Used by Department of Education ONLY.)

BEGIN LV PRD: **__ __** (enter Beginning Leave Period)

END LV PRD: **__ __** (enter End Leave Period or leave blank for Vacation 10-Month Plan with no End Leave Period*)

Press the **ENTER** Key. (system will process the ADD transaction) *If End LV PRD is blank, system will assign 99/99 indicating the item has no ending Leave Period and is currently in effect.

Note: Once the data is processed (i.e., Add screen has been updated) corrections to Establishment Period, Waiting Period, Non-Standard Rate and 10-Month Vacation cannot be made on this screen. Use the appropriate maintenance screen (i.e., B68 - Leave Benefit Establishment Period Maintenance, B70 - Non-Standard Rate Maintenance, B74 - Waiting Period Maintenance or B76 - Vacation 10-Month Maintenance screen).

UPDATE

LASF027		B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE		07/01/02 10:35:44	
SSN:	000-00-2108	NAME:		Y SOUPE	
LB:	VACATION	PSN SEQ:	EMPLOYER:		
	ACTION	BEGIN	EN		
	(A/M/D)	LV PRD	LV PRD		
	<u>A</u>	<u>04 02</u>	<u>01 02</u>		
	—	<u>11 01</u>	<u>01 02</u>		
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __ PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU					
					PAGE: 01

Example: Additional of Establishment Period with Beginning Leave Period 04/02 and no End leave period, 99/99)

B68 - LEAVE BENEFIT ESTABLISHMENT PERIOD MAINTENANCE

Use

This screen is used to add, modify or delete an Establishment Period on a benefit that was previously added.

To Access Screen

Key information in the Action Line fields (example below):

ACTN: **B68** (enter Action Code)

SSN: **000 00 2108** (enter employee's Social Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **— —** (leave blank)

Press the **ENTER** key.

**To Add Establish-
ment Period**

Key information on the top line (see example this page):

ACTION (A/M/D): **A** (enter A for "ADD")

BEGIN LV PRD: **04 02** (enter Beginning Leave Period,
effective BOB)

END LV PRD: **— —** (enter Ending Leave Period,
effective COB or leave blank
for Establishment Period with
no End Leave Period*)

Press the **ENTER** key. (Establishment Period will be
added)

* If End Lv Prd is blank, system will assign 99/99 indicating
Establishment Period has no ending Leave Period and is
currently in effect.

**To Modify
Establishment
Period**

Key new information on the Establishment Period line to be modified (example below):

ACTION (A/M/D): **M** (enter M for "Modify")

BEG LV PRD: **10 01** (if changing, enter Beginning Leave Period effective BOB, key over the displayed data)

END LV PRD: **__ __** (if changing, enter End Leave Period effective COB, key over the displayed data or erase displayed data for Establishment Period with no End Leave Period*)

Press the **ENTER** key. (Establishment Period will be modified)

Example: Establishment Period with End Leave Period of 01/02 modified to End Leave Period of 03/02.

- If End Lv Prd is blank, system will assign 99/99 indicating Establishment Period has no ending Leave Period and is currently in effect.

**To Delete
Establishment
Period**

Key the following on the Establishment Period line to be Deleted:

ACTION (A/M/D): **D** (enter D for Delete)

Press the **ENTER** key. (message PRESS ENTER TO CONFIRM DELETE will display)

Press the **ENTER** key, **again**. (Establishment Period will be deleted)

Example: Deletion of "current" Establishment Period.

UPDATE

LASF029		B70 - NON-STANDARD RATE MAINTENANCE				07/12/02 12:58:05	
SSN: 000-00-2040		NAME: OO		SERVICE			
LB: VACATION		PSN SEQ:		EMPLOYER:			
ACTION (A/M/D)	-- ESTABLISHMENT PERIOD --		----- NON-STANDARD -----				
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE		
<u>A</u>	10 01	99 99	<u>01 02</u>	<u>12 01</u>	<u>4</u>		
-			<u>10 01</u>	<u>12 01</u>	<u>5.000</u>		
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __ PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU							
PAGE: 01							

Example: Adding a Non-Std Rate of 4 hours beginning 01/02 with no End Leave Period.

B70 - NON-STANDARD RATE MAINTENANCE

Use This screen is used to add, modify or delete a Non-Standard Rate on a benefit that was previously added.

To Access Screen Key information in the Action Line fields (example below):

ACTN:	B70	(enter Action Code)
SSN:	000 00 2040	(enter employee's Social Security Number)
LB:	VA	(enter Leave Benefit ID)
LV PRD:	__ __	(leave blank)

Press the **ENTER** key.

NOTE: The Non-Standard Rate will be prorated based on the employee's time base. When a fractional employee requires a Non-Standard rate, consideration must be made to his/her time base when calculating the rate (e.g., Employee is 1/2 time base. Employee is entitled to 5 hours sick leave accrual. Enter 10 in the Non-Standard "RATE" field. When accruals are generated, 5 hours will be posted based on the 10-hour rate at 1/2 time base.

To Add Non-Standard Rate

Key information on the top line (example on previous page):

ACTION (A/M/D): **A** (enter A for "ADD")

BEGIN LV PRD: **01 02** (enter Beginning Leave Period, effective BOB)

END LV PRD: **— —** (enter End Leave Period, effective COB or leave blank for a Non-Standard Rate with no End Leave Period*)

RATE: **4** (enter rate, key decimal only for fractional hours, key

Press the **ENTER** key. (Non-Standard Rate will be added)

To Modify Non-Standard Rate

Key new information on the line with the Non-Standard Rate to be modified (example on next page):

ACTION (A/M/D): **M** (enter M for "Modify")

BEGIN LV PRD: **— —** (if changing, enter Beginning Leave Period, effective BOB, key over displayed data)

END LV PRD: **02 02** (if changing, enter End Leave Period, effective COB, key over the displayed data or erase displayed data for a Non-Standard Rate with no End Leave Period*)

RATE: **—** (if changing, enter rate, key decimal only for fractional hours)

Press the **ENTER** key. (Non-Standard Rate will be modified)

* If End LV Period is blank, system will assign 99/99 indicating Non-Standard Rate has no ending Leave Period and is currently in effect.

LEAVE BENEFITS – PAGE 117

B70 – Non-Standard Rate Maintenance (cont. 2)

Rev. 10/04

ACTION (A/M/D)	--ESTABLISHMENT PERIOD--		-----NON-STANDARD-----		
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
<u>M</u>	10 01	99 99	<u>01 02</u>	<u>02 02</u>	<u>4.000</u>
<u>-</u>			<u>10 01</u>	<u>12 01</u>	<u>5.000</u>

Example: Non-Standard Rate modified with 02/02 End Leave Period.

To Delete Non-Standard RateKey the following on the Non-Standard Rate to be Deleted:
(example below)ACTION (A/M/D): **D** (enter D for Delete)Press the **ENTER** key. (message "PRESS ENTER TO
CONFIRM DELETE" will display)Press the **ENTER** key **again**. (Non-Standard Rate will be
deleted)

ACTION (A/M/D)	--ESTABLISHMENT PERIOD--		-----NON-STANDARD-----		
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	RATE
<u>D</u>	10 02	99 99	<u>01 02</u>	<u>02 02</u>	<u>4.000</u>
<u>-</u>			<u>10 01</u>	<u>12 01</u>	<u>5.000</u>

Example: Deletion of the Non-Standard Rate of 4 hours.

UPDATE

LASF028		B74 - WAITING PERIOD MAINTENANCE				06/3002 13:54:16	
SSN: 000-00-2040		NAME: OO SERVICE					
LB: VACATION		PSN SEQ:		EMPLOYER:			
ACTION		-- ESTABLISHMENT PERIOD --		----- WAITING PERIOD -----			
(A/M/D)		BEG LV PRD		END LV PRD		BEG LV PRD	
A		02 03		99 99		02 03	
-		10 01		07 02		10 01	
						07 03	
						03 02	
						07 30 03	
						03 31 02	
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __						PAGE: 01	
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU							

Example: Adding a Waiting Period which begins in 02/03 and ends in the 07/03 Leave Period.

B74 - WAITING PERIOD MAINTENANCE

Use This screen is used to add, modify or delete Waiting Period on a benefit that was previously added.

To Access Screen Key information in the Action Line fields (example below):

ACTN: **B74** (enter Action Code)

SSN: **000 00 2040** (enter employee's Social Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **__ __** (leave blank)

Press the **ENTER** key.

**To Add
Waiting Period**

Key information on the top line (see example page 119):

ACTION (A/M/D) **A** (enter A for "ADD")

BEG LV PRD: **02 03** (enter Beginning Leave Period,
effective BOB)

END LV PRD: **07 03** (enter Ending Leave Period,
effective BOB)

END DATE: **07 30 03** (enter Date Waiting period
ends)

Press the **ENTER** key. (Waiting Period will be added)

**To Modify
Waiting Period**

Key information on the line to be modified (see example below.)

ACTION (A/M/D) **M** (enter M for "MODIFY")

BEG LV PRD: **10 01** (enter Beginning Leave
Period, effective BOB; key
over the displayed data)

END LV PRD: **01 02** (enter Ending Leave Period,
effective COB; key over the
displayed data)

END DATE: **01 30 02** (enter date Waiting Period
ends, key over displayed
data)

Press the **ENTER** key. (Waiting Period will be modified)

ACTION (A/M/D)	-- ESTABLISHMENT PERIOD --		----- WAITING PERIOD -----		
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	END DATE
- M	10 01	99 99	<u>10 01</u>	<u>01 02</u>	<u>01 30 02</u>

Example: Waiting Period modified with an End Leave Period of 01/02 and End Date of 01/30/02.

**To Delete
Waiting Period**

Key the following on the line to be Deleted:

ACTION (A/M/D): **D** (enter D for Delete)

Press the **ENTER** key. (message "PRESS ENTER TO
CONFIRM DELETE" will display)

Press the **ENTER** key **again**. (Waiting Period will be deleted)

ACTION (A/M/D)	-- ESTABLISHMENT PERIOD --		----- WAITING PERIOD -----		
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD	END DATE
<u>D</u>	10 01	99 99	<u>03 02</u> <u>10 01</u>	<u>08 02</u> <u>01 02</u>	<u>08 29 02</u> <u>01 31 02</u>

Example: Deletion of Waiting Period 03/02 through 08/02, End Date of 08/29/02.

Note: When a Waiting Period is deleted, the line will be removed
from the screen.

UPDATE

LASF030 07/14/02		B76 - VACATION 10-MONTH MAINTENANCE			
11:00:57					
SSN: 903-00-0021		NAME: DD BEIGE			
LB: VACATION					
ACTION	-- ESTABLISHMENT PERIOD --	--- VACATION 10-MONTH ---			
(A/M/D)	BEG LV PRD END LV PRD	BEG LV PRD	END LV PRD		
<u>A</u>		<u>09 01</u>	<u>06 02</u>		
-	09 01 99 99				
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __					PAGE: 01
PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT CLEAR=MENU					

Example: Adding employee to the Vacation 10-Month Plan beginning
in 09/01 and ending 06/02.

B76 - VACATION 10-MONTH MAINTENANCE

Use

This screen is used to add, modify or delete Vacation 10-Month Plan (Dept. of Education) on a benefit that was previously added.

**To Access
Screen**

Key information in the Action Line fields (example below):

ACTN: **B76** (enter Action Code)

SSN: **000 00** (enter employee's Social
 0021 Security Number)

LB: **VA** (enter Leave Benefit ID)

LV PRD: **__ __** (leave blank)

Press the **ENTER** key.

To Add Vacation 10-Month Key information on the top line (see example this page):

ACTION (A/M/D): **A** (enter A for "ADD")

BEG LV PRD: **09 01** (enter Beginning Leave Period, effective BOB)

END LV PRD: **06 02** (enter End Leave Period effective COB or leave blank for a 10-Month Vacation Plan with no End Leave Period)

Press the **ENTER** key. (Vacation 10-Month Plan will be added)

To Modify Vacation 10-Month Key new information on the line to be Modified (see example below):

ACTION (A/M/D) **M** (enter M for "Modify")

BEG LV PRD: **10 01** (if changing, enter Beginning Leave Period, effective BOB; key over the displayed date)

END LV PRD: **07 02** (if changing, enter End Leave Period, effective COB over the displayed data or erase displayed data for a Vacation 10-Month with no Ending Leave Period)

Press the **ENTER** key. (Vacation 10-Month Plan will be modified)

ACTION (A/M/D)	-- ESTABLISHMENT PERIOD --		--- VACATION 10-MONTH ---	
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD
<u>M</u>	09 01	99 99	<u>10 01</u>	<u>07 02</u>

Example: Vacation 10-Month modified with new Begin Leave Period of 10/01 and End Leave Period of 07/02.

**To Delete
Vacation
10-Month**

Key information on the line to be Deleted (example below):

ACTION (A/M/D): **D** (enter D for Delete)Press the **ENTER** key. (message "PRESS ENTER TO
CONFIRM DELETE" will display)Press the **ENTER** key **again**. (Vacation 10-Month will be
deleted)

ACTION (A/M/D)	-- ESTABLISHMENT PERIOD --		--- VACATION 10-MONTH ---	
	BEG LV PRD	END LV PRD	BEG LV PRD	END LV PRD
<u>D</u>	09 01	99 99	<u>10 01</u>	<u>07 02</u>

Example: Deletion of Vacation 10-Month

Note: When a Vacation 10-Month is deleted, the line will be
removed from the screen/system.

LASF023	P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE
07/14/02	
PREVIOUS UPDATE SUCCESSFUL	
10:38:26	
SSN:000-00-2125	NAME: I GREEVE
	PSN SEQ: <u>01</u>
	NON-WORK STATUS FIRST MONTH: 06
	NON-WORK STATUS SECOND MONTH: 07
	NON-WORK STATUS THIRD MONTH: 08
	NON-PAYROLL STATUS BEGIN LEAVE PERIOD: ____
	NON-PAYROLL STATUS END LEAVE PERIOD: ____
	TEMPORARY SEPARATION BEGIN LEAVE PERIOD: ____
	TEMPORARY SEPARATION END LEAVE PERIOD: ____
ACTN: __ SSN: __ __ __ LB: __ LV PRD:	
PF4=REFRESH PF12=PRINT CLEAR=MENU	

Example: Update of screen with 9/12 Non-Work months.

P64 - LEAVE BENEFIT NON-ACCRUAL MAINTENANCE

Use

This screen is used to identify the Leave Benefit Non-Accrual Leave Periods for 9/12, 10/12 and 11/12 pay plan civil service employees, 10-month civil service employees and employees on Temporary Separations.

Automated Leave Benefit accruals will not post for the Leave Periods identified.

To Access Screen

Key required information in the following fields (example below):

ACTN: **P64** (enter Action Code)

SSN: **000 00 2125** (enter employee's Social Security Number)

LB: **—** (leave blank)

LV PRD: **— —** (leave blank)

Press the **ENTER** key.

Non-Work Status

This area is used to indicate Non-Work Months for 9/12, 10/12 and 11/12 pay plan civil service employees.

Non-Accrual Leave Periods for 9/12, 10/12 and 11/12 pay plan civil service employees are indicated by month only, rather than Leave Period of month and year. This eliminates the need to update the Non-Accrual Leave Periods annually.

Key required information in the following fields (example below):

NON-WORK STATUS FIRST MONTH: **0 6** (enter First Non-Work Month for 9/12, 10/12, and 11/12)

NON-WORK STATUS SECOND MONTH: **0 7** (enter Second Non-Work Month for 9/12 and 10/12)

NON-WORK STATUS THIRD MONTH: **0 8** (enter Third Non-Work Month for 9/12)

Press the **ENTER** key. (will update screen to reflect Leave Periods as Non-Accrual Leave Periods)

Note: If employee changes non-work months or changes pay plans (e.g., 9/12 to 11/12) Non-Work months will require update.

**Non-Payroll
Status**

340/341 PAR transactions will automatically generate Non-Accrual Leave Periods. If necessary the Non-Accrual Leave Periods can be entered on-line via this screen.

To key Non-Payroll Status Leave Periods, access this screen and key the following:

NON-PAYROLL STATUS
BEGIN LEAVE PERIOD: (enter Begin Non-Payroll Status Leave Period based on 340 PAR)

NON-PAYROLL STATUS
END LEAVE PERIOD: (enter End Non-Payroll Status Leave Period based on 341 PAR)

Press the **ENTER** key. (will update screen with Non-Accrual Leave Periods)

**Temporary
Separation**

A temporary separation PAR/PPT transaction will automatically generate Non-Accrual Leave Periods. If necessary the Non-Accrual Leave Periods can be entered on-line via this screen.

To key Temporary Separation Non-Accrual Leave Periods, access this screen and key the following:

TEMPORARY SEPARATION
BEGIN LEAVE PERIOD: (enter Begin Leave
Period of Temporary
Separation *)

TEMPORARY SEPARATION
END LEAVE PERIOD: (enter End Leave
Period of Temporary
Separation or 99/99
if no End Leave
Period)

Press the **ENTER** key. (will update screen with Non-Accrual
Leave Periods)

Note: Disability Retirement (S71) transactions are
recognized by CLAS as Permanent Separations.

* Begin Leave Period is the Leave Period following the
Leave Period of the effective date. For example, if an S49
is effective 10/10/02 the Begin Leave Period would be
11/02.

STATE SERVICE

Introduction

The Leave Accounting System maintains a detailed account of an employee's State Service activity. Automated processes will determine when State Service is due and where it should be posted. Inquiry screens are available for inquiring about State Service entries and update screens are available for on-line processing.

Overview

CLAS uses State Service information for two purposes: (1) the calculation of leave benefit accrual rates which are based on total State Service, and (2) the determination of whether or not an employee qualifies for leave benefit accruals.

Beginning Balance

State Service uses a balance transaction (Begin Balance or Conversion Balance) to initiate system tracking of State Service. A Begin Balance transaction **MUST** be entered for all employees new to CLAS or for employees returning to CLAS after a break in system eligibility. A Conversion Balance is entered for employees who are added to CLAS when their department initially converts. If no balance transaction is posted or if a balance transaction is voided, State Service will be Out-Of-Service which will suspend all State Service activities. (State Service can be set back IN service by posting a balance transaction via the "S50 - State Service Transaction Entry" screen.

Note: Civil Service employees appointed with no prior State Service will have a Begin Balance transaction of zero automatically generated by CLAS.

Out-of-Service

State Service will be Out-Of-Service if a balance transaction is voided or if one is not entered. Posting a Begin Balance transaction via the "S50 - State Service Transaction Entry" screen will place State Service back IN service.

AUTOMATED STATE SERVICE

CLAS Monthly Accrual Cycle

On approximately the 8th workday of each month the CLAS Monthly Accrual cycle is run (refer to the "Civil Service Decentralized calendar or the "CSU Decentralized" calendar). During this process State Service is automatically posted for the previous Leave Period (e.g., on November 12, 2001 State Service will be posted for the October 2001 Leave Period) for employees who are negative paid (Roll Code 1 and 2), bi-weekly paid (Roll Code 7) and semi-monthly paid (Roll Code 8).

Full Time Position

Employees in full time positions will have a State Service Credit posted for each qualifying Leave Period.

Fractional Position - Civil Service

Employees in fractional time base positions will have Fractional Month Credits posted for each qualifying Leave Period. The credit posted will be based on their time base (e.g., 1/2 time base = .5000 credit, 1/3 time base = .3333 credit, etc.). The system will total Fractional Month Credits until .99994 credits are accumulated. At that time the system will post one State Service Credit and carry forward any remaining Fractional Month Credit.

Fractional Position - CSU

CSU employees in positions of less than 1/2 time base will earn and accumulate State Service credits in the same manner as Civil Service employees. (Refer to above paragraph regarding Civil Service.)

Employees in positions of 1/2 or greater will earn a State Service credit for each qualifying Leave Period. For example, a 3/4 time base CSU employee will receive .7500 Fractional Month Credit and a State Service Credit for the same Leave Period with no Fractional Month Credit carried forward.

Daily Leave Processing (DLP)

For positive paid monthly (Roll Code 3 & 4) employees, the system will automatically process State Service transactions based on selected payments issued in the Payroll System, see Processes section in the Workbook.

**Qualifying Employee
Position (QEP)**

The system uses the Employee Position History record to determine if the employee has a Qualifying Employee Position (QEP) (i.e., a position that qualifies for State Service based on the time possible in a Leave Period.)

NOTE: If the system determines that the Leave Period does not qualify based on time possible, but due to a shift schedule or alternate work schedule the Leave Period does qualify, the appropriate State Service entry must be posted. Refer to Processes section in the Workbook, "Employment History Item 715".

When the system cannot determine a QEP, the State Service Credit or Fractional Month Credit will not be posted in the CLAS Monthly Cycle or in Daily Leave Processing and a message will be generated on the Leave Message System (see MESSAGES.)

**PAR/PPT
Item 715**

PAR\PPT Item 715 is used to reflect qualifying and non-qualifying Pay Periods. It is also used by CLAS to identify Non-Qualifying Leave Periods. CLAS does not use Item 715 to identify qualifying Leave Periods.

NON-QUALIFYING LEAVE PERIOD

When keying Item 715 to non-qualifying a Leave Period **BEFORE** the CLAS Monthly Accrual Cycle, CLAS will post on "NQLP" transaction to the employee's State Service record. A State Service Credit or Fractional Month Credit will not be posted.

When keyed **AFTER** the CLAS Monthly Accrual Cycle for the Non-Qualifying Leave Period, the State Service Credit or Fractional Month Credit must be voided and a "NQLP" transaction may need to be posted to the employee's State Service record. Benefits accrued based on State Service must also be voided.

QUALIFYING LEAVE PERIOD

CLAS does not recognize or generate any transactions based on Item 715 completed "qualifying" a Leave Period. All CLAS transactions must be keyed on-line.

When Item 715 is keyed **BEFORE** the CLAS Monthly Accrual Cycle for the Qualifying Leave Period, a message will be generated on the Leave Message System when the CLAS Monthly Accrual Cycle is run. Post the State Service Credit or Fractional Month Credit transaction and any Leave Benefit accruals after the CLAS Monthly Accrual Cycle has run.

When keyed **AFTER** the CLAS Monthly Accrual Cycle for the Qualifying Leave Period, post the State Service Credit for Fractional Month Credit transaction and any accruals for Leave Benefits.

Voids of PAR/PPT Item 715

When voiding an EH transaction where Item 715 was keyed, refer to, "Employment History Item 715".

Automated Accrual Exceptions

If State Service is not posted, one of the following conditions may exist:

State Service Out-Of-Service (Refer to Out-Of-Service)

Non-Qualifying Leave Period (Refer to PAR/PPT 715)

Undetermined Qualifying Employee Position (QEP)

When the system is unable to determine IF the Leave Period qualifies for State Service, or determines that the Leave Period does not qualify based on time possible, or is unable to determine where to post the State Service transaction due to mid-month position or time base change, a message will be generated on the Leave Message System. If the employee qualifies for State Service, a State Service transaction must be posted to the appropriate position via the "S50-State Service Transaction Entry" screen.

Temporary Separation

State Service will be posted for the Leave Period of the Temporary Separation effective date (e.g., employee is placed on Temporary Separation effective 11/03/01. During the CLAS Monthly Accrual Cycle, State Service and leave benefit accruals will be posted for the 11/01 Leave Period.) If the employee is a negative paid (Roll Code 1 or 2) or bi-weekly paid (Roll Code 7) or semi-monthly paid (Roll Code 8) and is not entitled to State Service or leave benefit accruals, Item 715 must be completed to disqualify the Leave Period. After the initial month (i.e., the month separation is effective) the system will NOT post State Service or leave benefit accruals based on the "TEMPORARY SEPARATION BEGIN LEAVE PERIOD" field information on the P64 - Leave Benefit Non-Accrual Maintenance screen.

If it is determined that the employee qualifies for State Service while on a Temporary Separation (e.g., employee worked while on NDI) State Service and Leave Benefits must be posted on-line.

NOTE: For positive paid Roll Code 3 employees State Service transactions will post based on selected payments issued in the Payroll System. Leave benefit accruals will not be posted; post accruals using the B50-LB Transaction Entry screen.

Employment History/Position Sequence Out-Of-Service

Verify Employment History and take necessary action to resolve Out-of-Service condition. If employee qualifies for State Service the entry must be posted via the "S50 - State Service Transaction Entry".

ON-LINE PROCESSING

Introduction

The majority of State Service entries will be automatically posted to CLAS. When on-line processing is needed the "S50 - State Service Transaction Entry" screen and the "S52 - State Service Void Transaction Entry" screen are used.

Retroactive Employment History Transactions

"Retroactive" Employment History (EH) transactions affecting State Service (e.g., time base changes, 715 transactions, etc.) will not automatically adjust State Service on CLAS. For all negative (Roll Code 1 and 2), bi-weekly (Roll Code 7) and semi-monthly (Roll Code 8) employees, PAR/PPT transactions are "retroactive" if keyed after the CLAS Monthly Accrual Cycle for the Leave Period of the PAR/PPT effective date.

For example: A PAR/PPT transaction, effective October 1, changes the employee's time base from full time to three eighths. The EH transaction processes on November 18, which is after the CLAS Monthly Accrual cycle for October, and is considered retroactive. The State Service Credit must be voided and a Fractional Month Credit posted for October via the "S50 - State Service Transaction Entry". (Leave Benefit accruals will also need to be voided and posted at the three eighths accrual rate.)

For positive paid monthly (Roll Code 3 & 4) employees, a PAR/PPT transaction is "retroactive" when a payment (see SELECTED PAYMENT job aid) has issued for the Pay Period of the PAR/PPT effective date or a Pay Period after the effective date AND a State Service Hours Worked transaction has posted based on previous Employment History information.

For example: PAR/PPT effective 06/01/01 was keyed 07/22/01. This EH transaction changes the employee from intermittent to 1/2 time base Roll Code 1.

Pay is issued and an Hours Worked transaction is generated for 06/01 Pay Period on 07/05/01 in the intermittent position.

In this instance the PAR/PPT transaction is retroactive.

- Hours Worked transaction must be voided using the S52-SS Void Transaction Entry screen.
- EH transaction was keyed after the June 2001 CLAS Monthly Accrual cycle 07/13/01. State Service Fractional Month transaction must be posted using the S50-SS Transaction Entry screen.

Corrections/ Voids

When corrections are necessary to existing State Service entries the "S52-State Service Void Transaction Entry" screen and the "S50-State Service Transaction Entry" screen must be used. The incorrect entry can be eliminated by using the void feature (i.e., entering a "V" beside the transaction to be voided). Only one "Void" requested can be processed at a time. Refer to "S52-State Service Void Transaction" screen in this chapter for specific instructions. If corrected entries are then needed, they must be posted via the "S50-State Service Transaction Entry" screen.

Note: When a Fractional Month credit is voided, the system will recalculate the remaining Fractional Month credits and void and/or post State Service Credits for Leave Periods where the employee is or is not entitled.

STATE SERVICE SCREENS

Overview

This section contains information on CLAS screens used for processing and viewing State Service. Inquiry screens are used to view and research State Service entries while update screens are used to enter or correct State Service.

Screen Navigation

There are four fields located at the bottom of all CLAS screens that are used to navigate through the leave system. The four fields are ACTN (Action), SSN (Social Security Number), LB (Leave Benefit) and LV PRD (Leave Period).

Access to all screens on the leave system requires entry of the three digit Action Code in the ACTN field. All screens (except MSG and PIP) also require a Social Security Number. State Service screens do not require a Leave Benefit, but entry of a Leave Period may be optional.

ALL SCREENS CAN BE ACCESSED FROM ANY SCREEN

The information entered in the ACTN and SSN fields is retained by the system when moving from one screen to another. If information is needed to move to another screen it is not necessary to re-enter the data. The system will remember what was previously entered (although it will not be displayed) and use that information for movement.

Example: User requested the "S14 - State Service History Summary" screen by entering the following:

ACTN: **S14** SSN: **999-99-9999** LB: **__** LV PRD: **10/01**

After viewing the screen the user wishes to access the "S50 - State Service Transaction Entry" screen for the same employees.

Although the ACTN, SSN and LV PRD fields are required, only the ACTN and LV PRD fields are necessary since the SSN is not changing. The "S50 - State Service Transaction Entry" screen can be requested by entering the following:

ACTN: **S50** SSN: **__-__-__** LB: **__** LV PRD: **10/01**

NOTE: Returning to the Leave Accounting System Main Menu will erase any previous data in the 4 input fields.

Process and Go

The Leave Accounting System has a "Process & Go" capability. That is, the ENTER key is pressed only once to "PROCESS" (update) data and "GO" (advance) to the screen requested in the Action line. When keying data the user has two options.

1. After keying data, press ENTER. Key information in the Action Line Fields to proceed to other records and press ENTER (a second time.)
2. After keying data, key information in the Action Line Fields to request a different record and press ENTER (eliminating the need to press ENTER a second time).

Function Keys

The function keys are displayed at the bottom on each of the State Service screen (below the Action Line Fields). Pressing these keys will initiate the designated action.

The chart below summarizes the Function Key actions:

Function Key	Description/Use
PF3= SUMMARY	Accesses the State Service History Summary Inquiry
PF4= REFRESH	Refreshes data (cancels selections/keyed data)
PF7= PREVIOUS	Displays previous page for the screen.
PF8= NEXT	Displays next page for the screen.
PF10= LEFT	Displays the left side of the screen.
PF11= RIGHT	Displays the right side of the screen
PF12= PRINT	Prints displayed page only
CLEAR= MENU	Returns to the CLAS Menu (no data processed)

STATE SERVICE – PAGE 136**S14 – State Service History Summary Inquiry**

Rev. 07/05

LASF007		S14- STATE SERVICE HISTORY SUMMARY INQUIRY										09/30/01 10:10:11	
SSN: 603-00-0005				NAME: G LYSLE									
SEL	LV PRD	SS BAL BEG	DAYS BEG CREDIT END			HOURS BEG CREDIT END			FRACT MONTH BEG CREDIT END			SS BAL END	
-	08/01	50										51	
-	09/01	51										52	
-	10/01	52							.0000	.3750	.3750	52	
-	11/01	52							.3750	.3750	.7500	52	
-	12/01	52							.7500	.3750	.1250	53	
-	01/02	53					118.00	118.00				53	
-	02/02	53				118.00	160.00	118.00				54	
-	03/02	54				118.00	80.00	38.00				55	
ACTN: _____ SSN: _____ LB: _____ LV PRD: _____ PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF12= PRINT CLEAR= MENU													
												PAGE: 01	

Example: Time base reduction from full time to three eighths (3/8) in 10/01. The 3/8 position credits .3750 Fractional Month. A State Service Credit with .1250 Fractional Month credit carried forward is posted when three .3750 credit combine. Employee then goes to positive, Roll Code 3 position in 01/02.

S14- STATE SERVICE HISTORY SUMMARY INQUIRY**Displays**

The State Service History Summary Inquiry Screen may contain multiple pages displaying monthly summaries of:

- beginning and ending balances for State Service
- fractional month credits (when applicable)
- hours worked credits (when applicable)

To Access Screen

Key information in the Action Line fields (example below).

ACTN: S14 (enter Action code)

SSN: 603-00-0005 (enter employee's Social Number)

LB: _____ (leave blank)

LV PRD: 08/92 (Enter Leave Period, optional, if blank all Leave Periods will display)

Press the **ENTER** key.

To Access
Transaction
History

From this screen the S16- State Service Transaction History Inquiry screen can be accessed by selecting a Leave period.

To select, key an X next to the desired Leave Period and press **ENTER**.

Additional
Information

Provided below is additional information on those fields which require clarification:

Field Name	Displays:
DAYS	Not used at this time
HOURS BEG	Carryover hours form the previous Leave Period (s)
HOURS CREDIT	Reflects Hours Worked (HW) and Time base Adjustment (TH) transactions up to 160 hours for the Leave Period.
HOURS END	Carryover hours for the next Leave Period
FRACT MO BEG	Beginning balance for fractional month credits
FRACT MO CREDIT	Fraction month credit for Leave Period
FRACT MO END	Ending balance for fractional month credits

LASF008 TRNG		S16- STATE SERVICE TRANSACTION HISTORY INQUIRY (LEFT SCREEN)					09/30/01 10:10:11	
SSN: 000-01-0125			NAME: I GREEVE					
LV PRD: 10/01		BEGIN BAL: 67		DAYS: 0	HOURS: 0.00	FRACT: .0000		
LV PRD	POST DATE	VOID DAYS	TRANSACTION	TIME DAYS	WORKED HOURS	FRACT MONTH	SS CREDIT	PPCID
08/01	09/13/01		SS CREDIT				1	
09/01	10/13/01		SS CREDIT				1	
10/01	11/12/01		FRACT MONTH			.3750		
11/01	12/11/01		FRACT MONTH			.3750		
12/01	01/12/01		FRACTMONTH			.3750		
12/01	01/12/01		SS CREDIT				1	
01/02	02/10/01		HOURS WORKED		100.00			
01/02	02/10/01		TB ADJ- HOURS		18.00			
02/02	03/11/02		HOURS WORKED		168.00			
02/02	03/11/02		SS CREDIT				1	
ACTN; __ SS: __ LB: __ LV PRD: __								PAGE:01
PF3= SUMMARY PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF11= RIGHT PF12= PRINT CLEAR= MENU								

Example: Left screen

S16- STATE SERVICE TRANSACTION HISTORY INQUIRY**Displays**

This inquiry screen may contain multiple screens displaying detailed transaction history for State Service.

This screen format consists of two screens, a Left Screen and a Right Screen. Upon initial access the Left Screen will display. Press PF11 to access the Right, which includes transaction position information. (Press PF10 to return to the Left Screen.)

To Access

Key information in the Action Line fields (example below):

ACTN: S16 (enter Action code)

SSN: 603-00-0005 (enter employee's Social Security Number)

LB: _____ (leave blank)

LV PRD: 08/01 (Enter Leave Period, optional, if all Leave Periods will display)

Press the **ENTER** key.

Additional Information

Provided below is additional information on those fields which require clarification

Field Name:	Displays:
VOID DATE	Will display a date if the Transaction was voided
TIME WORKED DAYS	Not used at this time
TIME WORKED HOURS	Displays the actual number of hours for Hours Worked (HW) and Time base Adjustment (TH) transactions. Amount may exceed 160 hours.
FRACT MONTH	Credit for Fractional Month State Service
SS CREDIT	State Service Credit posted for Leave Period
PPCID	Identifies posting department

LASF020

S16- STATE SERVICE TRANSACTION HISTORY INQUIRY'

(RIGHT SCREEN)

SSN: 603 00 0005

NAME: G LYSE

LV PRD: 08/01

BEGIN BAL: 50

DAYS: 0

HOURS: 0.00

FRACT: .0000

LV PRD	POST DATE	VOID DATE	TRANSACTION	TIME DAYS	WORKED HOURS	FRACT MONTH	PSN SEQ	POSITION NUMBER
08/01	09/13/01		SS CREDIT					
09/01	10/13/01		SS CREDIT					
10/01	11/12/01		FRACT MONTH			.3750	01	222-001-1379-005
11/01	12/11/01		FRACT MONTH			.3750	01	222-001-1379-005
12/01	01/12/02		FRACT MONTH			.3750	01	222-001-1379-005
12/01	01/12/02		SS CREDIT					
01/02	02/10/02		HOURS WORKED		100.00			222-001-1379-005
01/02	02/10/02		TB ADJ- WORKED		18.00			222-001-1379-005
02/02	03/11/02		HOURS WORKED		168.00			222-001-1379-005
02/02	03/11/02		SS CREDIT					

ACTN: __ SSN: __ LB: __ LV PRD: __

PAGE: 01

PF3= SUMMARY PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF10= LEFT PF12= PRINT CLEAR= MENU

Example: Right Screen

LASF015		POSITION SELECTION					05/26/02		
SSN: 603 00 0005		NAME: G LYSLE					12:00:29		
LB: VACATION							LV PRD: 01/93		
SEL	PSN REQ	POSITION NUMBER	BEGIN DATE	END DATE	CBID	TIME BASE	PAY FREQ	SAL PER	ALT RNG
<input checked="" type="checkbox"/>	01	ZZZ-001-1379-005	10/03/01	99/99/99	SO4	003/008	M	M	A
-	01	ZZZ-001-1441-043	08/01/01	10/02/01	RO4	FT	M	M	A
ACTN: __ SSN: ____ LB: __ LV PRD: ____ PAGE: 01 PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF12= PRINT CLEAR= MENU									

POSITION SELECTION

Displays

This screen displays the multiple Employee Position History (EPH) records for a Leave Period when the system cannot determine which position to identify on a transaction.

To Access Screen

This screen cannot be accessed directly but will automatically "pop up" when more than one Employee Position History (EPH) record exists for a leave period.

To Select Position

Select the position by keying an X next to the desired position and press **ENTER**. Screen previously requested (prior to the display of the Selection screen) will display for the selected position.

LASF022		S50- STATE SERVICE TRANSACTION ENTRY		
SSN: 600 00 0005		NAME: G LYSLE		
TB: FT		PSN REQ: 01		PSN NBR: 222-013-1303-010
LV	TRANS	----TIME WORKED----		SS
PRD	CODE	DAYS	HOURS	MO CREDIT
03/02	SS_			001
ACTN: __ SSN: __ __ __ LB: __ LV PRD: __ __				
PF4= REFRESH PF12= PRINT CLEAR= MENU				

Example: Entry of State Service Credit for the 03/02 Leave Period.

S50- STATE SERVICE TRANSACTION ENTRY

Use

This screen is used to key State Service transactions

Displays

This screen will display:

- requested Leave Period (LV PRD). The Leave Period will be retained until another Leave Period is requested.
- SS (State Service) will display in TRANS CODE field.
- FRACT MO (Fractional Month) credit will display (applicable for fractional month timebase only)
- 001 will display in SS CREDIT field

To Access Screen

Key information in the Action Line fields (example below)

ACTN: S50 (enter Action Code)

SSN: 600 00 0005 (enter employee's Social Security Number)

LB: _____ (leave blank)

LV PRD: 03 02 (enter Leave Period)

Press the ENTER key.

S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:

TRANSACTION	TRANS CODE	TIME WORKED DYS HRS	FRACT MO	SS CREDIT
Beginning Balance used for: (<i>BEGIN BAL</i>) • Employee new to CLAS • Employee returning to CLAS after a period of ineligibility	BB	N/A **	- Erase/EREOF if data is displayed - ENTER carryover fractional amount or - leave blank if zero	- Erase/EREOF if data is displayed - ENTER total State Service (ENTER 0 for a zero balance)
Full Time Accrual (<i>SS CREDIT</i>)	CR	N/A N/A	N/A *	N/A *
Fractional Month Accrual (<i>FRACT MONTH</i>)	FM	N/A N/A	N/A *	N/A *
Non-Qualifying Leave Period (<i>NQLP</i>)	NQ	N/A N/A	N/A *	N/A *
Hours Worked - (roll code 3) Hourly, Monthly Intermittent (<i>HOURS WORKED</i>) • Hours worked toward State Service credit	HW	N/A X	N/A	N/A
Adjustment (roll code 3) + (<i>ADJ - HOURS</i>) • Adjustment of hours worked due to a timebase change involving a hourly, monthly intermittent position	TH	N/A X	N/A	N/A
Hours Worked, 1st half(roll 4) Hourly, Semi-Monthly Intermittent (<i>HRS WORK 1st</i>) • Hours worked 1st half toward a State Service credit	H1	N/A X	N/A	N/A
Hours Worked, 2nd half (roll de 4) Hourly, Semi-Monthly Intermittent (<i>HRS WORK 2nd</i>) • Hours worked 2nd half toward a State Service credit	H2	N/A X	N/A	N/A
Adjustment (roll 4)+(ADJ - INT) • Adjustment of hours worked due to a timebase change involving a hourly, semi- monthly intermittent position	BH	N/A X	N/A	N/A

* Data required in these fields will be system generated.

** Enter carryover hours for positive paid, monthly (roll code 3) and positive paid, semi-monthly (roll code 4) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

LASF031		S52- STATE SERVICE VOID TRANSACTION ENTRY (LEFT SCREEN)					
SSN: 603-00-0005		NAME: G LYSE					
LV PRD: 08/01	BEGIN BAL: 50	DAYS: 0	HOURS: 0.00	FRACT: .0000			

LV PRD	POST DATE	VOID DATE	TRANSACTION	TIME DAYS	WORKED HOURS	FRACT MONTH	SS CREDIT
08/01	08/13/01		CONV BAL	0	0.00	.0000	50
- 08/01	09/13/01		SS CREDIT				1
- 09/01	10/13/01		SS CREDIT				1
v 10/01	11/12/01		FRACT MONTH			.3750	
- 11/01	12/11/01		FRACT MONTH			.3750	
- 12/01	01/12/02		FRACT MONTH			.3750	
- 12/01	01/12/02		SS CREDIT				1
- 01/02	01/12/02		FRACT MONTH				

ACTN: ____ SSN: ____ LB: ____ LV PRD: ____
 PF3= SUMMARY PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF11= RIGHT PF12= PRINT CLEAR= MENU

PAGE: 01

Example: Voiding of Fractional Month credit for 10/01

S52- STATE SERVICE VOID TRANSACTION ENTRY

Use This screen is used to Void State Service transaction entries.

This screen format consists of two screens, a Left screen and a Right Screen. Upon initial access the Left Screen will display. Press PF11 to access the Right, which includes position information (Press PF10 to return to the Left Screen).

To Access Screen Key information in the Action Line fields (example below):

ACTN: S52 (enter Action Code)

SSN: 603 00 0005 (enter Employee's SSN)

LB: ____ (leave blank)

LV PRD: 08/01 (enter Leave Period, optional, if Leave Periods display)

Press the **ENTER** key.

To Void Entry

Key a V next to the desired entry. Only one entry can be voided at a time.

Press the ENTER key. (Entry will be voided and a Void Date will display.)

Note: The void of a Fractional Month credit, Hours Worked or Time base Adjustment transaction may also void a State Service Credit. Additionally, a State Service Credit will be posted in a subsequent Leave Period when the total Fractional Month Credits equal .99994 or greater or accumulated Hours Worked is equal to 160 hours. See Example below.

The 12/01 State Service Credit was automatically voided when the 10/01 Fractional Month Credit was voided. A new State Service Credit was automatically posted for the 01/02 Leave Period.

LASF031

S52- STATE SERVICE VOID TRANSACTION ENTRY
(LEFT SCREEN)

SSN: 603-00-0005

NAME: G LYSE

LV PRD: 08/01

BEGIN BAL: 50

DAYS: 0

HOURS: 0.00

FRACT: 0.000

LV PRD	POST DATE	VOID DATE	TRANSACTION	TIME DAYS	WORKED HOURS	FRACT MONTH	SS CREDIT
- 08/01	08/13/01		CONV BAL	0	0.00	.0000	50
- 08/01	09/13/01		SS CREDIT				1
- 09/01	10/13/01		SS CREDIT				1
V 10/01	11/12/01	02/15/02	FRACT MONTH			.3750	
- 11/01	12/11/01		FRACT MONTH			.3750	
- 12/01	01/12/01		FRACT MONTH			.3750	
V 12/01	01/15/01	02/15/02	SS CREDIT				
- 01/02	02/12/01		FRACT MONTH			.3750	
- 01/02	01/15/01		SS CREDIT				1

ACTN: ____ SSN: ____ LB: ____ LV PRD: ____

PF3= SUMMARY PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF10= LEFT PF12= PRINT CLEAR= MENU

MESSAGES

Introduction

This chapter contains information regarding the messages that are displayed or generated on CLAS. There are two types of messages generated on CLAS:

- ♦ Messages generated on the Leave Message System (LMS)
- ♦ Messages generated on-line

This chapter should be used to determine why the message is being generated (Condition) and what course of action to take (Action).

ON-LINE SYSTEM MESSAGES

Introduction

Many messages are informational only and require no subsequent action. Other messages identify potential problems or errors that require corrective action.

On-Line Message Location

On each screen there are two locations for messages (refer to the shaded areas on the sample below). Confirmation messages will be located in the top left of the screen. Informational and/or error messages will be located in the bottom left area.

LASF03	B52 - LEAVE BENEFIT VOID TRANSACTION ENTRY (LEFT SCREEN)	06/25/02 03:53:40
PREVIOUS UPDATE SUCCESSFUL		
SSN: 000-00-2125		NAME: I GREEVE
LB: SICK LEAVE		PSN SEQ: EMPLOYER:
BEGIN BALANCE FOR 10/01: 255		
LV	POST	VOID
PRD	DATE	DATE
—	10/01	10/13/01
—	10/01	11/10/01
—	11/01	12/10/01
—	12/01	01/06/02
—	12/01	01/11/02
—	01/02	02/10/02
—	02/02	03/04/02
	TRANSACTION	AMOUNT
	CONV BAL	255
	ACCRUE	8
	ACCRUE	8
	USE	8
	ACCRUE	8
	ACCRUE	8
	USE	8
	COMMENTS	PPCID
		YY
		ZZ
		ZZ
DC982411 ONLY PAGE		
ACTN:____ SSN:____ LB: ____ LV PRD:____		PAGE:01
PF3=SUMMARY PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT CLEAR=MENU		

The following pages contain a list of on-line messages in message number order. Most contain information regarding the condition that generated the message, and potential action to resolve the condition.

LEAVE MESSAGE SYSTEM (LMS)

Introduction

The Leave Message System (LMS) is a subsystem on CLAS. It provides on-line notification of any problems encountered during processing of Leave Accounting transactions. Warning or rejection messages will generate and display on LMS. A listing of the messages, the condition that caused the message, and the appropriate action to be taken will be provided in this chapter. Leave Message System messages should be reviewed daily.

Message Sources - Origin Codes

Messages originate from a variety of sources. Below is a brief description of each. Included with each heading is the 3-letter origin code used to identify the message source on LMS screens.

Payroll Input Process - PIP

The PIP system is the primary method used for inputting Leave Benefit transactions on a monthly basis. In addition to Leave Accounting transaction messages, specific Payroll messages may also appear on LMS.

Daily Leave Processing - DLP

Daily Leave Processing (DLP) is performed every Payroll Cycle. When selected payments (refer to SELECTED PAYMENTS job aid) are issued for positive paid, Roll Code 3 & 4 employees, DLP will generate State Service transactions for Hours Worked (HW), Time base Adjustments (TH), and State Service Credits. During this process if a State Service Credit is generated, Leave Benefit accruals will also be posted.

CLAS Monthly Accrual Cycle - LPR

On approximately the 8th workday of each month the CLAS Monthly Accrual Cycle is run. During this process, State Service and accruals for Vacation, Sick Leave, Annual Leave and Educational Leave will be posted on CLAS.

Magnetic Tape Process - MAG

In lieu of PIP, Leave Benefit transactions can be submitted on magnetic tape.

Personal Holiday Accrual Cycle - PHP

On approximately the 2nd workday of each month, the Personal Holiday Accrual cycle is run. During this process accruals for Personal Holiday will be posted on CLAS.

Employment History Process - EHI

PAR/PPT's processed on Employment History are evaluated and processed in CLAS to determine if an EPH record(s) should be created, deleted, ended or changed.

Leave System Eligibility Maintenance - LSE

In some cases system eligibility or ineligibility, designation transactions must be keyed on-line using the P62 - Leave System Eligibility Maintenance screen. Once the designation transaction is keyed, it is extracted and processed overnight.

Screen Description

The LMS consists of five screens which contain information from leave messages. Below is a description of each screen:

1) LEAVE MESSAGE AGENCY/REPORTING UNIT SELECTION

Displays Agency/Reporting Units for which messages exist.

2) LEAVE MESSAGE BATCH SELECTION

Displays batches processed for the Agency/Unit selected. It includes the process dates, number of messages generated, PIP Batch ID, Purge Date and Message Origin.

3) BATCH MESSAGE INQUIRY

After a process date and batch has been selected from the "Leave Message Batch Selection" screen, this screen will display the individual messages that were generated.

4) LEAVE BATCH PURGE DATE MODIFICATION

Used to modify batch purge dates (i.e., to decrease or increase the purge date). Purge Date can be modified up to 30 days from the date of access.

5) EMPLOYEE MESSAGE INQUIRY

Displays all messages for an employee. This screen can also be used to purge displayed messages

Navigation

Navigation within the Leave Message System is accomplished using Function Keys (PF keys). They are listed on the bottom of each LMS screen. The Function keys are described below:

Function Key	Description/Use
PF4=REFRESH	Refreshes data (cancels)
PF7=PREVIOUS	Displays previous page for the screen
PF8=NEXT	Displays the next page for the screen
PF10=LEFT	Displays the left side of the screen
PF11=RIGHT	Displays the right side of the screen
PF12=PRINT	Prints displayed page
CLEAR=MENU	Cancels selections/keyed data and returns to the Leave Accounting System Main Menu.

**Leave Message System
Access**

LMS is an on-line message system that can be accessed directly by your department/campus. Messages generated from the sources can be accessed and worked the day after the system processes the data.

The LMS can only be accessed from the "Leave Accounting System Main Menu."

LASF044		LEAVE ACCOUNTING SYSTEM MAIN MENU	
- - - - -INQUIRY ACTIONS- - - - -		- - - - -UPDATE ACTIONS- - - - -	
B10	LB INQUIRY	B50	LB TRANSACTION ENTRY
B12	LB DETAIL INQUIRY	B52	LB VOID TRANSACTION ENTRY
B14	LB HISTORY SUMMARY INQUIRY		
B16	LB TRANSACTION HISTORY INQUIRY	S50	SS TRANSACTION ENTRY
B18	LB CHARACTERISTICS HISTORY INQUIRY	S52	SS VOID TRANSACTION ENTRY
B20	LB LIST		
S14	SS HISTORY SUMMARY INQUIRY	P62	LV SYSTEM ELIGIBILITY MAINT
S16	SS TRANSACTION HISTORY INQUIRY	P64	LB NON-ACCRUAL MAINT
P18	EMPLOYEE POSITION HISTORY INQUIRY	B66	LB ADD
		B68	LB ESTABLISHMENT PRD MAINT
		B70	NON-STANDARD RATE MAINT
		B74	WAITING PRD MAINT (CS/EX)
		B76	VAC 10-MONTH MAINT (CS/EX)
- - - - -MISCELLANEOUS- - - - -			
MSG LV ACCOUNTING MESSAGES			
PIP PAYROLL INPUT PROCESS			
ACTN: MSG SSN: _____ LB: _____ LV PRD: _____			
PF4=REFRESH PF12=PRINT CLEAR=EXIT			

To access the Leave Message System, key the following on the "Leave accounting system Main Menu":

ACTN:	MSG	(Enter "MSG")
SSN:	_____	(Leave blank)
LB:	_____	(Leave blank)
LV PRD:	_____	(Leave blank)

Press the **ENTER** key. (The Leave Message Agency/Reporting Unit Selection screen will display.)

ERRF010		LEAVE MESSAGE AGENCY/REPORTING UNIT SELECTION	
09/30/02			
07:51:48			
PLACE AN "X" BEFORE THE ROUTING AGENCY/UNIT TO BE DISPLAYED:			
AGY/UNIT	AGY/UNIT	AGY/UNIT	AGY/UNIT
_ 051 001	_ 051 211	_ 166 680	
_ 051 002	_ 051 216	_ 166 745	
X 051 004	_ 051 218		
_ 051 011	_ 051 740		
_ 051 012	_ 051 745		
_ 051 020	_ 166 011		
_ 051 030	_ 166 012		
_ 051 031	_ 166 014		
_ 051 036	_ 166 016		
_ 051 040	_ 166 020		
_ 051 042	_ 166 320		
_ 051 051	_ 166 400		
SSN: _____		AGY/UNIT: _____	
PF4= REFRESH PF7= PREVIOUS PF8= NEXT PF12= PRINT CLEAR= MENU			

LEAVE MESSAGE AGENCY/REPORTING UNIT SELECTION

Displays

Displays Agency/Reporting Units for which messages exist.
Only Agency/Reporting Units for which your department/campus is authorized for access will display.

Screen Access

To access this screen from the:

- ▶ Leave Accounting System Main Menu - Key MSG in the action field and press **ENTER**.
- ▶ Leave Message Batch Selection screen - press the **PF3** key.
- ▶ Batch Message Inquiry, Leave Batch Purge Date Modification or the Employee Message Inquiry screen - press the **PF5** key.

Screen Movement

From this screen the following screens can be accessed:

- Leave Message Batch Selection - Key an X on the left next to the desired AGY/UNIT and press the **ENTER** key (see example above).

OR

On the action line, key in the agency and unit desired in the AGY/UNIT field, and press the **ENTER** key.

- Employee Message Inquiry - Key employee's Social Security Number in the SSN field at the bottom of the screen and press the **ENTER** key.

ERRF020		LEAVE MESSAGE BATCH SELECTION			
09/30/02					
07:52:35					
PLACE AN "X" BEFORE THE SELECTION TO BE DISPLAYED					ROUTING: 051
044					
PROCESS	MESSAGE		PURGE		
DATE	COUNT	BATCH ID	DATE	ORIGIN	
_ 09/29/02	2		10/29/93	EH1	
_ 09/23/02	3		10/23/93	EH1	
_ 09/22/02	2		10/22/93	EH1	
_ 09/20/02	2		10/20/93	EH1	
_ 09/15/02	1		10/15/93	EH1	
X 09/10/02	10	5002047	10/10/93	PIP	
_ 09/08/02	1		10/08/93	MAG	
_ 09/07/02	2	5001052	10/07/93	PIP	
_ 09/03/02	12	5001032	10/03/93	PIP	
	10	5001015		PIP	
	9	5001007		PIP	
SSN: _ _ _ _		AGY/UNIT:			
PF2=PURGE PF3=AGYRU PF4=REFRESH PF7=PREVIOUS PF8=NEXT PF12=PRINT					

LEAVE MESSAGE BATCH SELECTION

Displays Displays batches of messages by process date.

Field Information The following fields will display:

PROCESS DATE The date the transaction was processed.

MESSAGE COUNT Number of messages in a batch.

BATCH ID Displays Batch ID's for PIP and Magnetic Tape batches only. Batch ID will be blank for all others.

PURGE DATE Indicates the date batch will be purged from the system.

ORIGIN Identifies the processing source in which the batch of messages was created.

Screen Access To access this screen from the:

- ▶ Leave Message Agency/Reporting Unit Selection screen - enter an "X" next to the desired agency/unit and press the **ENTER** key.

OR

Enter the desired agency/unit in the AGY/UNIT field and press the **ENTER** key.

- ▶ Batch Message Inquiry or the Leave Batch Purge Date Modification screen - press the **PF3** key.

Screen Movement

From this screen the following screens can be accessed:

- ▶ Batch Message Inquiry - Key an **X** on the left, next to the desired batch of messages and press the **ENTER** key.
- ▶ Employee Message Inquiry - Key employee's Social Security Number in the SSN field at the bottom of the screen. Press the **ENTER** key.
- ▶ Leave Batch Purge Date Modification - Key an **X** on the left, next to the desired batch of messages. Press the **PF2** key.
- ▶ Leave Message Agency/Reporting Unit Selection - Press the **PF3** key.

**Additional
Information**

- ▶ To view more messages for other agency/reporting units, key the desired agency/reporting unit in the AGY/UNIT field and press the **ENTER** key.

MESSAGES – PAGE 155

Batch Message Inquiry

Rev. 07/05

F040		BATCH MESSAGE INQUIRY (LEFT SCREEN)				09/30/02 07:53:02 ROUTING: 051			
PROCESS DATE: 09/10/02 044									
SEL	SSN	NAME	LEAVE PRD	TRANS CODE	AMOUNT	EFFECTIVE DATE	ORIG	NUMBER	TEXT
	000-00-2006	G LVY	09/02	SL01	16		PIP	9007	ESTAB BENEFIT
		GLVY	09/02	VA01	8		PIP	9007	ESTAB BENEFIT
X	323-10-2054	T BOC	09/02	CT01	4		PIP	9293	NO EPH
		T BOC	09/02	PH01	1		PIP	9293	NO EPH
	500-00-2108	A BAT	09/02	VA01	24		PIP	9021	AMOUNT EXCEEDS BAL
	700-00-2120	B MIT	09/02	SL02	8		PIP	9021	AMOUNT EXCEED BAL
DC982411 ONLY PAGE									
SSN: _ _ _									
AGY/UNIT:									
PF3=SELECT PF4=REF PF5=AGYRU PF7=PREVIOUS PF8=NEXT PF11=RIGHT PF12=PRINT									

BATCH MESSAGE INQUIRY**Displays**

Displays messages by Social Security Number for the selected batch of messages.

The Batch Message Inquiry screen has a "Left Screen" (example above) and a "Right Screen" (sample next page). The "Left Screen" will display message number and select fields while the "Right Screen" will display the Position number and Position Sequence fields.

Field Information

The following fields are displayed:

SEL	Used to access the <u>Employee Message Inquiry</u> screen.
LEAVE PRD	Identifies the Leave Period of the transaction that generated the message.
TRANS CODE	Identifies the transaction, which generated the message.
AMOUNT	Identifies the number of hours, days, or units.
ORIG	Identifies transaction origination.
NUMBER	Message number.
TEXT	Abbreviated message text (20 characters).

Screen Access

To access this screen from the:

- ▶ Leave Message Batch Selection screen- Enter an "X" next to the processing date of the desired batch and press **ENTER**.

Screen Movement

From this screen the following screens can be accessed:

- ▶ Employee Message Inquiry - Key an **X** in SEL field next to desired employee. Press the **ENTER** key.

OR

Key employee's Social Security Number in the SSN field at the bottom of the screen. Press the **ENTER** key.

- ▶ Leave Message Batch Selection - Press **PF3**.

OR

Enter the desired Agency/Unit in the AGY/UNIT field and press the **ENTER** key.

- ▶ Leave Message Agency/Reporting Unit Selection screen - Press **PF5**.

ERRF045		BATCH MESSAGE INQUIRY (RIGHT SCREEN)				09/10/02 15:38:32	
PROCESS DATE: 09/10/02						ROUTING: 014 012	
SEL	SSN	NAME	TRANSACTION POSITION NBR	PSN SEQ	LEAVE PRD	TRANS CODE	EFFECTIVE DATE
—	000-00-2006	G LVY	999 111 1010 001		09-02	SL01	16
—		GLVY	999 111 1010 001		09-02	VA01	8
—	323-10-2054	T BOC	999 111 1010 001		09-02	CT01	4
—		TBOC	999 111 1010 001		09-02	PH01	1
—	500-00-2108	A BAT	999 111 2000 002		09-02	VA01	24
—	700-00-2121	B MIT	999 111 2000 002		09-02	SL02	8
DC982411 ONLY PAGE							
SSN: _____ AGY/UNIT: _____							
PF3=SELECT PF4=REFRESH PF5=AGYRU PF7=PREVIOUS PF8=NEXT PF10=LEFT PF12=PRINT							

ERRFO30		LEAVE BATCH PURGE DATE MODIFICATION		09/30/02 07:54:45	
PLACE AN "X" BEFORE THE DATE TO BE MODIFIED				ROUTING: 051 044	
PROCESS DATE	MESSAGE COUNT	BATCH ID	PURGE DATE	ORIGIN	
09/29/02	2		X 09/30/02	EHI	
DC982411 ONLY PAGE					
SSN: ____		AGY/UNIT:			
PF3=SELECT PF4=REFRESH PF5=AGYRU PF7=PREVIOUS PF8=NEXT PF12=PRINT					

LEAVE BATCH PURGE DATE MODIFICATION

Displays

Displays purge date information for the selected batch of messages.

Used to modify purge dates (i.e., to decrease or increase purge date). Purge Date can be modified up to 30 days from the date you are accessing the message.

Field Information

The following fields are displayed:

- | | |
|----------------------|--|
| PROCESS DATE | Process date of batch. |
| MESSAGE COUNT | Number of messages in a batch. |
| BATCH ID | Batch number assigned to the batch of transactions (for PIP and Magnetic Tape batches only). |
| PURGE DATE | Date the batch will be purged. |
| ORIGIN | Identifies the source of the message. |

**To Modify
Purge Date**

To modify a "Purge Date":

Key an **"X"** next to the Purge Date to be modified (see example previous page).

Press **ENTER** key. Message "PLEASE ENTER VALID DATE" will appear. Type a new purge date over existing date. Press the **ENTER** key.

The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date you are accessing this screen.

NOTE: Purge Date will be Close of Business (COB).

When the batch purge date is changed, all of the entries within the batch will have their purge date changed.

The "Purge" process will occur following Close of Business each day the system is available. Batches with Purge Dates equal to or less than the current processing date will be purged and no longer display on LMS.

Example: If Purge Date is 08/16/02 it will be purged the night of 08/16/02.

Screen Access

To access this screen from the:

- ▶ Leave Message Batch Selection screen - Enter an "X" next to the processing date of the batch to be purged and press the **PF2** key.

**Screen
Movement**

From this screen the following screens can be accessed:

- ▶ Employee Message Inquiry screen - Key employee's Social Security Number in the **SSN** field at the bottom of the screen. Press **ENTER**.
- ▶ Leave Message Batch Selection - Press the **PF3** key.
OR
Enter the desired agency/unit in the AGY/UNIT field and press the **ENTER** key.
- ▶ Leave Message Agency/Reporting Unit Selection - Press the **PF5** key.

ERRF050

08/18/02

11:05:39

SSN: 803-00-0005

NAME: G LYS

LEAVE PRD	TRANSACTION POSITION NUMBER	PSN SEQ	TRANS CODE	AMOUNT	EFFECTIV E DATE	ORIGIN	MSG NBR	BATCH ID	SEL	PURGE DATE
09/02	068-002-1303-400		SL03	4		PIP	9011	5002047		10/10/02

DC982411 ONLY PAGE

SSN: _ _ _

AGY/UNIT:

PF2=PURGE PF3=LAST PF4=REFRESH PF5=AGYRU PF7=PREVIOUS PF8=NEXT PF12=PRINT

EMPLOYEE MESSAGE INQUIRY

Displays

Displays messages generated from all origins for an employee.

Delete Message

This screen can be used to delete messages. Only one message can be deleted at a time. To delete a message:

Key an "X" in the SEL field (see example above).

Press the **PF2** key. Message "Press Enter to Confirm Delete or PF4 to Refresh" will display.

Press the **ENTER** key to continue delete process.

The screen will reappear and reflect that the message was deleted.

Screen Access To access this screen from the:

- ▶ Batch Message Inquiry screen - enter an "**X**" in the SEL field of the message to be deleted and press the **ENTER** key.
- ▶ From ALL screens in the Leave Message System - key in Social Security Number in the SSN field and press the **ENTER** key.

Screen Movement From this screen the following screens can be accessed:

- ▶ Leave Message Agency/Reporting Unit Selection - Press the **PF5** key.

PF3 = LAST

Press the **PF3** key. The screen accessed prior to the "Employee Message Inquiry" screen will display.

MESSAGE LISTING

Message Listing

The following pages contain a list of all messages from both on-line and the Leave Message System (LMS). The list is organized with the following fields:

MESSAGE NUMBER

Messages are listed in ascending order by the number assigned to the on-line message.

NOTE: The LMS message number is the last 4 digits of the on-line message number. When researching a LMS message, disregard the first two digits on this listing (e.g., LMS message # is 9465, this message will be listed as 989465).

ON-LINE = O LMS = L

Because messages are generated on two sources, on-line and LMS, on-line messages are identified with an "O" and LMS messages are identified with a "L". When a message is the same for both on-line and LMS the field will display "O/L".

MESSAGE

In some instances, it is possible for the same error message number to occur on-line and on LMS. The on-line message is displayed first and identified with an "O" in the "ON-LINE = O LMS = L" field. LMS messages are printed after the on-line messages and are identified with a "L".

When the Condition and Action is the same for both on-line and LMS messages, the "ON-LINE = O LMS = L" field will display "O/L".

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981800	O	"Making A Selection" Condition: The "ENTER" key was pressed without making a selection or entering data. Action: Enter an "X" in a selection field or enter an action code.
981801	O	"INVALID PRINTER DESTINATION" Condition: Printer identification has not been defined by SCO or a problem as been encountered with printer destinations as defined in the printer table. Action: Contact Leave Accounting Liaison.
981802	O	"PRINT INITIATED ON PRINTER" Condition: Confirmation message. PF12 (print) key pressed.
981803	O	"INVALID ACTION CODE" Condition: Requested an action code that is not defined to the system. Action: Enter a valid action code.
981804	O	"SSN REQUIRED FOR ACTION CODE" Condition: SSN was not keyed. Action: Enter SSN.
981805	O	"SSN AND BENEFIT REQUIRED FOR ACTION CODE" Condition: SSN and benefit code are required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981806	O	"SSN, BENEFIT AND LEAVE PERIOD REQUIRED FOR ACTION CODE" Condition: SSN, Benefit Code and Leave Period are required. Data is missing in one or more fields. Action: Enter the required data in the highlighted field.
981807	O	"SSN AND LEAVE PERIOD REQUIRED FOR ACTION CODE" Condition: SSN and Leave Period required. One or both was not keyed. Action: Enter the required data in the highlighted field.
981808	O	"CANNOT BE ACCESSED FROM TRAINING DATABASE"
981809	O	"MORE DATA EXISTS" Condition: Screen has more than one page of data. Action: Use PF8 (Next) or PF7 (Previous) to access data on other pages.
981810	O	"STATE SERVICE OUT-OF-SERVICE AS OF MM/YY" Condition: State Service information cannot be displayed due to out-of-service condition. State Service out-of-service for one of the following reasons: <ol style="list-style-type: none"> 1. Most current conversion or Begin Balance was voided <u>or</u> employee does not have a conversion or Begin Balance transaction posted 2. Employee is or was not leave system eligible. Action: Set State Service back in service by: <ol style="list-style-type: none"> 1. Keying a new Begin Balance transaction. 2. If employee is not eligible, no action necessary.
981812	O	"NO STATE SERVICE DATA FOR MM/YY" Condition: Selected a leave period before Employee Position History (EPH) begins or a Leave Period with no State Service information. Action: Verify the Leave Period entered.
981814	O	"CANNOT PAGE BACKWARD" Condition: PF7 (Previous) key pressed and there is no previous page.
981815	O	"CANNOT PAGE FORWARD" Condition: PF8 (Next) key pressed and there is no additional page.

MESSAGES – PAGE 163

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981816	O	"SSN DOES NOT EXIST ON LAS" Condition: SSN does not exist on CLAS. Action: Verify SSN.
981817	O	"STATE SERVICE NOT OUT-OF-SERVICE - CANNOT UPDATE" Condition: Requested State Service out-of-service maintenance screen when State Service is not out-of-service. Action: No action necessary.
981818	O	"NO BENEFITS EXIST FOR EMPLOYEE" Condition: Requested a leave benefit screen and no benefits exist. Action: Establish appropriate benefits, refer to Chapter F, EXAMPLE CONDITIONS.
981819	O	"BENEFIT DOES NOT EXIST FOR EMPLOYEE" Condition: Requested a leave benefit that does not exist for the employee. Action: Add the requested leave benefit. For accrued benefits use the B66 LB Add; for Earned or Usage Only Benefits, use the B50-LB Transaction Entry screen.
981820	O	"NO DATA EXISTS FOR BENEFIT" Condition: Requested the leave benefit transaction history screen for a benefit and no data exists. Action: Verify leave benefit ID.
981821	O	"INVALID FUNCTION" Condition: Pressed an undefined PF key. Action: Press a valid PF key.
981822	O	"ENTER DATA ON ACTION LINE"
981823	O	"NO PSN SEQUENCE EXISTS" Condition: Employee exists on Leave Accounting System without a position sequence which is a system error. Action: Contact Leave Accounting Liaison.
981824	O	"VALID LEAVE PERIOD MONTHS ARE 01 TO 12" Condition: Entered a value other than "01" to "12" in the Leave Period month field. Action: Key correct month.
981825	O	"VALID LEAVE PERIOD YEARS ARE 00 TO 99" Condition: Requested incorrect information in the year field. Action: Key correct year.
981826	O	"EMPLOYEE PSN HISTORY DOES NOT EXIST FOR LEAVE PERIOD" Condition: Requested an entry screen for a leave period that falls outside of the Employee Position History (EPH). Action: Verify the leave period entered. If incorrect, resubmit with corrected leave period.
981827	O	"INVALID BENEFIT" Condition: Requested a Leave Benefit ID that is not on the system. Action: Verify the Leave Benefit ID, if correct contact Leave Accounting Liaison.
981829	O	"ONLINE UPDATE FUNCTIONS ARE UNAVAILABLE" Condition: Cannot update any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.

MESSAGES – PAGE 164

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981830	O	"ONLINE SYSTEM UNAVAILABLE" Condition: Cannot update or inquire any Leave Accounting System records. Leave Accounting System may be down for maintenance processing or system problems. Action: Contact Leave Accounting Liaison.
981831	O	"SSN DOES NOT EXIST AND INVALID BENEFIT" Condition: Requested an invalid SSN and leave benefit. Action: Enter a valid SSN and leave benefit.
981832	O	"FIRST PAGE" Condition: Multiple pages of data exist. Action: Use PF8 (Next) key to view additional data.
981833	O	"TABLE (Name) IS EMPTY - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison Unit.
981834	O	"NON-STANDARD RATE AMOUNT MUST BE NUMERIC AND IN THOUSANDTHS (XX.XXX)" Condition: Requested a Non Standard rate that is > thousandths (3 decimal places) or not numeric. A Non Standard Rate cannot exceed 99.999. Action: Enter correct Non-standard Rate.
981835	O	"SSN DOES NOT EXIST AND INVALID BENEFIT AND LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981836	O	"INVALID BENEFIT AND LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981837	O	"SSN DOES NOT EXIST AND INVALID LEAVE PERIOD" Condition: Requested invalid data. Action: Key valid data.
981838	O	"ENTER 'Y' TO RESET STATE SERVICE" Condition: Keyed a character other than "Y". Action: Key "Y", then press ENTER.
981839	O	"PPCID NOT AUTHORIZED - CONTACT SUPERVISOR" Condition: PPCID is on User ID not authorized for use. Action: Contact Leave Accounting Liaison.
981840	O	"ACCESS DENIED - SIGN OFF AND CONTACT SUPERVISOR" Condition: Employee is not authorized access. Action: Verify PSD125A for system access authorization. If authorized contact Leave Accounting Liaison.
981841	O	"BENEFIT CANNOT HAVE (Waiting Period, Non Standard Rate, or Vacation 10-Month)" Condition: Waiting Period, Non-Standard Rate or Vacation 10-Month requested for a benefit that does not have the characteristic. Action: If characteristic is correct, contact Leave Accounting Liaison.
981844	O	"LAST PAGE" Condition: Last page of data.
981845	O	"STATE SERVICE CREDIT NOT VALID FOR LEAVE PERIOD" Condition: Employee is not full time for the leave period. State Service Credit (CR) transaction can not be posted. Action: Key appropriate State Service transaction (e.g., FM or HW) based on the employee's timebase.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981846	O	"NO ACTIVE PSN HISTORY EXISTS" Condition: No current active EPH.
981847	O	"MORE THAN ONE PSN SEQUENCE EXISTS" Condition: System error. Action: Contact Leave Accounting Liaison.
981848	O	"EMPLOYEE OUT-OF-SERVICE (Blank or Cannot Add Trans/Benefit)" Condition: Requested a transaction for an employee who is out-of-service on Employment History. Action: Correct the Employment History condition.
981849	O	"BENEFIT EXISTS - USE MAINTENANCE SCREENS" Condition: Requested leave benefit already exists and cannot be added again. Action: Use the B66-LB Add only for a leave benefit that has never been established on Leave Accounting System. Use the maintenance screens to change data for existing benefits.
981850	O	"MUST ENTER FIRST AND SECOND NON WORK MONTHS PRIOR TO THIRD" Condition: Requested a third non work month only. Action: Enter first and second non work month or move the third non work month entry to the first non work month field.
981851	O	"MUST ENTER FIRST NON WORK MONTH PRIOR TO SECOND" Condition: Requested a second non work month only. Action: Enter first non work month or move the second non work month entry to the first non work month field.
981853	O	"BENEFIT IS NOT ESTABLISHMENT TYPE" Condition: Requested a screen used only for accrued benefits. Action: Correct leave benefit requested.
981854	O	"ESTABLISHMENT PERIOD DOES NOT EXIST FOR BENEFIT" Condition: Benefit is not established for the requested Leave Period. Action: Correct Leave Period or establishment period.
981857	O	"BENEFIT OUT-OF-SERVICE AS OF MM/YY" Condition: Leave benefit balance will not display when benefit is out-of-service. Action: Correct the out-of-service condition.
981858	O	"BENEFIT WITHIN WAITING PERIOD - ENDS MM/DD/YY/"
981859	O	"NO PSN HISTORY EXISTS FOR EMPLOYEE" Condition: The employee exists on Leave Accounting System, however, no Employee Position History (EPH) exists for this individual. Action: If incorrect, contact Leave Accounting Liaison.
981862	O	"EMPLOYEE OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA" Condition: Notification that an employee is out-of-service. Action: Correct the condition that set the employee out-of-service.
981863	O	"BENEFIT OUT-OF-SERVICE - CANNOT ADD OR MODIFY DATA" Condition: Notification that a leave benefit is out-of-service. Action: Correct the out-of-service condition.
981865	O	"END LEAVE PERIOD OUT-OF-RANGE FOR BEGIN LEAVE PERIOD" Condition: Waiting Periods range should be from 6 to 12 months. Action: Correct the waiting period.

MESSAGES – PAGE 166

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981866	O	<p>"WAITING PERIOD END LEAVE PERIOD MUST = 99/99"</p> <p>Condition: Attempted to enter 99/99/99 in the Waiting Period End Date and End Leave Period is other than 99/99.</p> <p>Action: If Waiting Period End Date should be 99/99/99, enter 99/99 in the end Leave Period; or enter correct Waiting Period End Date.</p>
981867	O	<p>"WAITING PERIOD END DATE MUST = 99/99/99"</p> <p>Condition: Attempted to enter 99/99 in the Waiting Period End Leave Period and End Date is other than 99/99/99.</p> <p>Action: If Waiting Period End Leave Period should be 99/99 enter 99/99/99 in the End Date; or enter correct Waiting Period End Leave Period.</p>
981868	O	<p>"WAITING PERIOD END DATE 99/99/99 IS INVALID FOR TIME BASE"</p> <p>Condition: Attempted to enter 99/99/99 in the Waiting Period End Date for an employee whose timebase is not intermittent.</p> <p>Action: The employee does not have a timebase of intermittent, correct Employment History; or enter the actual date in the Waiting Period End Date.</p>
981869	O	<p>"PERVIOUS UPDATE SUCCESSFUL"</p> <p>Condition: Update confirmation message.</p>
981870	O	<p>"(Blank or LASQ908C) LINKAGE ERROR - CONTACT SCO"</p> <p>Condition: System Error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
981872	O	<p>"VALID ACTION CODES ARE 'A', 'M' OR 'D'"</p> <p>Condition: Keyed an invalid character.</p> <p>Action: Key "A" to add a new "M" to modify or "D" to delete an existing entry.</p>
981873	O	<p>"CANNOT MODIFY OR DELETE FROM FIRST LINE"</p> <p>Condition: Keyed a "M" or "D" on the first line of a maintenance screen.</p> <p>Action: Change the "M" or "D" to "A" (with accompanying data) or enter "M" or "D" (with accompanying data, if applicable) on other than the first line.</p>
981874	O	<p>"CAN ADD ONLY ON FIRST LINE"</p> <p>Condition: Keyed "A" on other than first line.</p> <p>Action: Key data on first line.</p>
981875	O	<p>"DATA CHANGED - (Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) NOT DELETED"</p> <p>Condition: Requested a "D" on the action line and an entry in the data fields.</p> <p>Action: Press PF4 (Refresh), enter "D" in the action code field, and press "ENTER" to process the delete.</p>
981877	O	<p>"EMPLOYEE CANNOT HAVE (Waiting Period, Non Work Status, or Vacation 10-Month)"</p> <p>Condition: Employee not eligible for Non Work Status, Waiting Period, or Vacation 10-Month due to criteria based on the ee's EH record.</p> <p>Action: Process a PAR making the employee eligible for Non Work Status, Waiting Period, or Vacation 10-Month, if applicable.</p>
981878	O	<p>"PRESS 'ENTER' TO CONFIRM DELETE"</p> <p>Condition: A delete action was initiated.</p> <p>Action: Press "ENTER" key again to process the delete.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
981884	O	<p>"ESTABLISHMENT BEGIN AND/OR END DATES CANNOT BE FUTURE"</p> <p>Condition: A future leave period was entered.</p> <p>Action: Begin Leave Period must be past or present. End Leave Period must be past, present or 99/99.</p>
981886	O	<p>"LEAVE PERIOD DOES NOT FALL WITHIN EPH"</p> <p>Condition: Requested a leave period that does not fall within EPH record.</p> <p>Action: Enter a Leave Period that falls within an EPH or process a PAR/PPT to correct the EPH dates, then re-enter the data.</p>
981889	O	<p>"SPECIFY DATA TO BE MODIFIED"</p> <p>Condition: An error was keyed or invalid data was entered.</p> <p>Action: Enter correct data in highlighted field.</p>
981890	O	<p>"(Waiting Period, Non-Standard Rate or Vacation 10-Month) EXISTS BEYOND ESTABLISHMENT PERIOD - CANNOT MODIFY"</p> <p>Condition: Occurs when an Establishment period is being shortened and a Waiting Period, Non Standard rate, or Vacation 10-month period extends beyond the Establishment period.</p> <p>Action: Modify the Waiting period, Non Standard rate, or Vacation 10-month period so that it equals the Establishment Period, then re-enter Establishment Period change.</p>
981895	O	<p>"(Waiting period, Non Standard rate, or Vacation 10-month) NOT WITHIN ESTABLISHMENT PERIOD"</p> <p>Condition: Requested a Waiting Period, Non Standard Rate, or Vacation 10-Month period beyond the Establishment Period.</p> <p>Action: Correct the Waiting Period, Non Standard Rate, or Vacation 10-Month leave periods to fall within the Establishment Period or change the Establishment Period then re-enter the Waiting Period, Non Standard Rate, or Vacation 10-Month change.</p>
981896	O	<p>"(Waiting Period, Non Standard Rate or Vacation 10-Month) ALREADY EXISTS"</p> <p>Condition: Requested Waiting Period, Non Standard Rate or Vacation 10-Month which overlaps an existing period.</p> <p>Action: Modify the Leave Period to eliminate the overlap or add a new period outside of the existing period.</p>
981898	O	<p>"VACATION 10-MONTH OVERLAPS WAITING PERIOD"</p> <p>Condition: Requested a Vac 10-Month period that overlaps a Waiting Period.</p> <p>Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Waiting Period.</p>
982200	O	<p>"NO RECORDS FOUND"</p> <p>Condition: No messages found for the SSN entered on action line.</p> <p>Action: Correct SSN.</p>
982201	O	<p>"SELECT AN ACTION"</p> <p>Condition: The "Enter" key was pressed without making a selection.</p> <p>Action: Make selection before pressing "Enter" key.</p>
982202	O	<p>"SELECT A PROCESS DATE"</p> <p>Condition: Pressed PF2 (Purge) key without making a selection.</p> <p>Action: Key an "X" next to selected record.</p>
982203	O	<p>"ONLY ONE SELECTION ALLOWED"</p> <p>Condition: Keyed more than one selection.</p> <p>Action: Make only one selection.</p>

MESSAGES – PAGE 168

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982204	O	"INVALID SELECTION" Condition: Requested a character other than "X" in the selection field. Action: Correct the entry to "X".
982205	O	"DATE MUST BE = OR > THAN TODAY'S DATE" Condition: Requested a purge date prior to today's date. Action: Correct the date to be equal to or greater than today's date.
982206	O	"DATE CANNOT BE > THAN TODAY + 30 DAYS" Condition: Requested a purge date greater than today's date plus 30 days. Action: Correct the date to be no greater than 30 days from today's date.
982207	O	"PRINT INITIATED ON PRINTER" Condition: Pressed the PF12 (Print) key which makes a print of the screen and identifies which printer a "print" request is sent.
982208	O	"PRESS "ENTER" TO CONFIRM DELETE OR PF4 TO REFRESH" Condition: Verification of intent to delete message. Action: Press the "Enter" key to finalize delete or press PF4 if message is to be retained.
982209	O	"NO MORE DATA" Condition: Screen displayed is the only page of data. Action: No action necessary.
982211	O	"INVALID RESPONSE" Condition: Pressed undefined PF key. Action: Press valid PF key.
982212	O	"SELECT A TRANS" Condition: Pressed the "Enter" key without placing an "X" in the selection field. Action: Enter an "X" in the selection field.
982213	O	"SELECT AN AGENCY/REPORTING UNIT" Condition: Pressed "Enter" key without selecting an Agency/Reporting Unit. Action: Make selection before pressing "Enter" key.
982214	O	"INVALID DATE" Condition: Entered an invalid date. Action: Enter a valid date.
982215	O	"SSN MUST BE SELECTED" Condition: Pressed "Enter" without entering an "X" on selected entry. Action: Enter an "X" before pressing the "Enter" key.
982400	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) END LEAVE PERIOD OVERLAPS WITH NEXT PERIOD" Condition: Requested an Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period that overlaps another respective Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month period. Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing period.
982402	O	"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) END PERIOD MUST BE = OR > THAN BEGIN PERIOD" Condition: Requested an Establishment Period, Waiting Period, Non standard Rate, Vacation 10-Month period, Non Pay, or Temporary Separation begin leave period that is < the end leave period. Action: Correct the begin, end, or both leave periods.

MESSAGES – PAGE 169

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982403	O	<p>"(Waiting Period, Non Standard Rate or Vacation 10-Month) LEAVE PERIOD CANNOT BE FUTURE"</p> <p>Condition: Requested a future leave period.</p> <p>Action: Correct Leave Period.</p>
982406	O	<p>"(Establishment Period, Waiting Period, Non Standard Rate or Vacation 10-Month) BEGIN LEAVE OVERLAPS WITH PRIOR PERIOD"</p> <p>Condition: Leave Period range overlaps with an existing period.</p> <p>Action: Modify existing Leave Periods to eliminate overlap or add a new period outside of existing period.</p>
982411	O	<p>"ONLY PAGE"</p> <p>Condition: No additional data.</p>
982412	O	<p>"DATA INTEGRITY ERROR (Various entries) - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
982413	O	<p>"NO TRANS EXIST FOR MM/YY"</p> <p>Condition: Requested Leave Period does not have any transactions.</p>
982428	O	<p>"WAITING PERIOD OVERLAPS VACATION 10-MONTH"</p> <p>Condition: Requested a Waiting Period that overlaps a Vacation 10-Month period.</p> <p>Action: Correct either the begin or end leave period to eliminate the overlap or modify the existing Vacation 10-Month period.</p>
982445	O	<p>"WAITING PERIOD END DATE MUST BE WITHIN WAITING PERIOD END LEAVE PERIOD"</p> <p>Condition: Waiting Period end date is not within the Waiting Period End Leave Period.</p> <p>Action: Correct end leave period or end leave date.</p>
982448	O	<p>"TABLE (Name) ACCESS ERROR - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
982449	O	<p>"PSN SEQUENCE OUT-OF-SERVICE ON EH"</p> <p>Condition: Position sequence is out-of-service, cannot process any new leave transactions.</p> <p>Action: Correct the position sequence out-of-service condition.</p>
982453	O	<p>"NO STATE SERVICE INITIAL BALANCE - CANNOT RESET"</p> <p>Condition: Attempted to use State Service Out-of-Service Maintenance screen to reset state service, but there is no active initial balance.</p> <p>Action: Key a Begin Balance transaction.</p>
982455	O	<p>"FIELD MUST BE NUMERIC"</p> <p>Condition: Alpha character keyed in a numeric field.</p> <p>Action: Correct entry.</p>
982456	O	<p>"VOID INDICATOR MUST BE "V"</p> <p>Condition: Entered a character other than a "V".</p> <p>Action: Key a "V" in the selection field.</p>
982460	O	<p>"VALID ENTRIES ARE "Y" OR "N"</p> <p>Condition: A character other than "Y" or "N" was keyed in the Leave System Eligible field.</p> <p>Action: Key a "Y" to indicate employee is being designated LSE or enter "N" to designate as NLSE.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982462	O	"INVALID DATE" Condition: An invalid date was keyed. Action: Key correct date.
982463	O	"NOT AUTHORIZED TO UPDATE FOR THIS AGENCY" Condition: User authorized to update this agency code. Action: Key transaction in correct position/position sequence.
982464	O	"VALID VALUES ARE 01 TO 20" Condition: Entered a Position Sequence greater than 20. Action: Verify Position Sequence Number. Enter valid Position Sequence.
982465	O	"CANNOT REQUEST FUTURE EFFECTIVE DATE" Condition: Entered a calendar date greater than today's date. Action: Correct the effective date or wait until the transaction date is current.
982466	O	"INVALID AGENCY CODE" Condition: Entered an invalid Agency Code. Action: Rekey with correct agency code.
982467	O	"TIME WORKED DAYS AMOUNT MUST BE NUMERIC" Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982468	O	"TIME WORKED HOURS AMOUNT MUST BE NUMERIC" Condition: Entered alpha character in a numeric field. Action: Enter correct numeric value.
982470	O	"PSN SEQUENCE OUT-OF-SERVICE" Condition: Information that depends upon position sequence cannot be displayed due to out-of service condition on Employment History. Action: Verify Employment History. Correct out-of-service condition.
982471	O	"INVALID PSN SEQUENCE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982472	O	"INVALID PPCID - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982473	O	"INVALID TIME BASE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
982475	O	"PAYSCALE ACCESS ERROR - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGES – PAGE 171

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982476	O L O/L	"DUPLICATE FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "FRACT MONTH EXISTS" Condition: Fractional month transaction already exists for the position sequence and leave period. Action: Verify fraction month on S52-SS Void Transaction Entry screen. If incorrect, void the existing transaction and enter correct FM transaction using the S50-SS Transaction Entry screen.
982477	O	"DUPLICATE INITIAL BALANCE TRANS FOUND FOR LEAVE PERIOD" Condition: Keyed a Begin Balance transaction in a leave period where a Conversion Balance or Begin Balance transaction already exists. Action: If existing Begin Balance or Conversion Balance transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new Begin Balance transaction using the S50-SS Transaction Entry screen.
982478	O L O/L	"DUPLICATE NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "DUPLICATE NQLP" Condition: Attempted to enter an NQLP transaction when one already exists. Action: Enter correct data.
982479	O L O/L	"FRACT MONTH TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "INCOMPATIBLE EXISTS" Condition: Attempted to enter a NQLP transaction when a fractional month transaction exists for the position sequence. Action: If the employee is entitled to the Fractional Month credit, no action is necessary; or if the employee is not entitled to the Fractional Month credit <ul style="list-style-type: none"> · Void the FM transaction on the S52-SS Void Transaction Entry screen. · Key the NQ transaction. · If appropriate, void leave benefit accruals using the B52-LB Void Transaction Entry screen.
982480	O	"FRACT MONTH AMOUNT WAS SYSTEM GENERATED" Condition: Entered a fractional month amount that doesn't match timebase. Action: No action necessary. System automatically generates the fractional month.
982481	O	"FRACT MONTH AMOUNT MUST BE NUMERIC" Condition: Attempted to enter a character that is not numeric. Action: Enter correct data.
982482	O	"FRACT MONTH TRANS NOT VALID FOR EMPLOYEE" Condition: Keyed a FM transaction for a full time employee. Action: Key a CR transaction for full time employees.
982483	O	"INVALID FRACT MONTH AMOUNT" Condition: Attempted to enter a fractional month carryover > 1.000. Action: Enter correct fractional amount.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982485	O	"INVALID STATE SERVICE TRANS TYPE" Condition: Keyed an invalid transaction type. Action: Key correct transaction type.
982486	O L O/L	"INVALID TRANS DUE TO STATE SERVICE OUT-OF-SERVICE CONDITION", "SS OUT-OF-SERVICE" Condition: Attempted to key a transaction when State Service is out-of-service. Action: Correct the out-of-service condition, then rekey the transaction.
982487	O	"INVALID TRANS TYPE" Condition: Keyed an invalid transaction type. Action: Key a valid transaction.
982488	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD" "NQLP EXISTS IN SEQ" Condition: Keyed a State Service credit for a full time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service credit is valid for the leave period. If valid void the NQLP transaction using the S52-SS Void Transaction Entry screen and key a State Service credit using the S50-SS Transaction Entry screen.
982489	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked (HW) or Fract Month (FM) transaction when a NQLP trans exists for the position sequence. Action: If the leave period should be Non-qualifying, no action is necessary; or if the employee is entitled to hours worked or fractional month credit toward State Service credit: <ul style="list-style-type: none"> · Void the NQ transaction on the S52-SS Trans Entry screen. · Key the HW or FM transaction. · If appropriate, void accrued benefits using the B52-LB Void Transaction Entry screen.
982491	O	"STATE SERVICE CREDIT AMOUNT MUST BE NUMERIC" Condition: Keyed a character that is not numeric. Action: Enter correct data.
982493	O L O/L	"STATE SERVICE CREDIT TRANS FOUND FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter a NQLP transaction when a State Service credit already exists. Action: Verify State Service on S52-SS Transaction Entry screen. If leave period should be NQLP, void the Credit transaction and key the NQ transaction using the S50-SS Transaction Entry screen.
982494	O	"STATE SERVICE CREDIT AMOUNT WAS SYSTEM GENERATED" Condition: Entered an amount other than "1" for a State service credit. Action: No action necessary.
982495	O	"TRANS PRIOR TO ACTIVE HISTORY - CANNOT UPDATE" Condition: Effective date prior to active history. Action: Verify Leave Period.
982496	O	"(Various entries) IS REQUIRED" Condition: All of the required data for this transaction was not entered. Action: Enter the required data.

MESSAGES – PAGE 173

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
982497	O	"REQUESTED PSN SEQUENCE DOES NOT EXIST FOR EMPLOYEE" Condition: Position sequence requested does not exist for employee. Action: Correct the position sequence.
982499	O	"EMPLOYEE MAY NOT HAVE DUPLICATE NON WORK MONTHS" Condition: Keyed duplicate non work months. Action: Correct the entry.
989002	O/L	"ENTER AN AMOUNT" Condition: Amount not entered for transaction. Action: Enter the amount for the transaction.
989004	O L	"BENEFIT CAN NO LONGER ACCRUE CREDITS" "CAN NO LONGER ACCRUE" Condition: Attempted to enter or leave processing attempted to generate, an accrue transaction for Sick Leave when an employee is established in Annual Leave. Action: This transaction for Sick Leave cannot be posted. Determine if the transaction is for Annual Leave and key, if applicable, on the B50-LB Transaction Entry screen.
989005	O L O/L	"NON PAYROLL STATUS - BENEFIT CANNOT ACCRUE CREDITS" "NON PAYROLL STATUS" Condition: Attempted to post accrual/bonus transaction while employee is on Non-Payroll Status. Action: If employee is entitled to accrual, key transaction on the B50-LB Transaction Entry screen.
989006	O L O/L	"NON WORK STATUS - BENEFIT CANNOT ACCRUE CREDITS" "NON WORK STATUS" Condition: Attempted to post accrual/bonus transaction while employee is on Non-Work Status. Action: If employee is entitled to accrual, key transaction on the B50-LB Transaction Entry screen.
989007	O L O/L	"ESTABLISH BENEFIT PRIOR TO ENTERING TRANS" "ESTABLISH BENEFIT" Condition: A leave benefit transaction was keyed for an accrued benefit that has not been established. Action: Establish the leave benefit using the B66-LB Add or B68-LB Establishment Period Maintenance screens.
989009	O L O/L	"BONUS AND ACCRUE NOT ALLOWED DURING SAME LEAVE PERIOD" "TRANS TYPE CONFLICT" Condition: Attempted to post an accrual transaction for an employee who has a bonus transaction posted for the Leave Period or attempted to post a bonus transaction for an employee who has an accrual transaction posted. Action: Verify employee's record and make corrections as needed.
989010	O L O/L	"CANNOT ACCRUE BASED ON STATE SERVICE INFORMATION" "NO STATE SERVICE" Condition: An accrual/bonus transaction was keyed, but a State Service credit or fractional month transaction does not exist. Action: Key State Service Credit or Fractional Month using the S50-SS Transaction Entry screen prior to posting accrual/bonus transactions.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989011	O L O/L	<p>"CANNOT ADD TRANS OUTSIDE OF AN ESTABLISHMENT PERIOD"</p> <p>"OUTSIDE ESTABLISHMENT PERIOD"</p> <p>Condition: Requested a transaction for a leave period that is outside of the benefit establishment period.</p> <p>Action: Correct leave period or correct benefit establishment period using the B68-LB Establishment Period Maintenance screen.</p>
989012	O L O/L	<p>"MUST END ESTABLISHMENT PERIOD PRIOR TO ENTERING LUMP SUM", "END THE ESTABLISHMENT PERIOD"</p> <p>Condition: PAR/PPT transaction separating employee has not processed to end benefit establishment period.</p> <p>Action: Wait for separation PAR/PPT to process, then key Lump Sum transactions.</p>
989013	O/L	<p>"DUPLICATE TRANS"</p> <p>Condition: Requested a transaction that already exists for the Position Sequence, Position Number and Leave Period.</p> <p>Action: Verify transaction on inquiry screen.</p>
989014	O	<p>"TRANSFER SSN FIELD MUST BE BLANK"</p> <p>Condition: Keyed SSN in the Transfer SSN field for a transaction that does not require SSN.</p> <p>Action: Erase the SSN from the transfer SSN field.</p>
989015	O	<p>"ENTER SSN FOR TRANSFER TRANS"</p> <p>Condition: Transaction requires SSN information in Transfer SSN field.</p> <p>Action: Key SSN.</p>
989016	O L O/L	<p>"EMPLOYEE OUT-OF-SERVICE ON EH"</p> <p>"EE OUT-OF-SERVICE ON EH"</p> <p>Condition: Cannot key CLAS trans. when EH is out-of-service.</p> <p>Action: Correct the employee's EH, then rekey CLAS transactions.</p>
989017	O	<p>"ERROR OCCURRED ACCESSING CIVIL SERVICE PAYSCALES - CONTACT SCO"</p> <p>Condition: System unable to obtain the Civil Service Payscale.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989018	O	<p>"ERROR OCCURRED ACCESSING CSU PAYSCALES - CONTACT SCO"</p> <p>Condition: System unable to obtain the CSU Payscale.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989019	O	<p>"ERROR OCCURRED ACCESSING PREMIUM TABLE - CONTACT SCO"</p> <p>Condition: Table found with no entries.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989020	O	<p>"ERROR OCCURRED ACCESSING VACATION 10-MONTH TABLE - CONTACT SCO"</p> <p>Condition: Vacation-10 Month Table was found without an entry.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989021	O L O/L	<p>"TRANS AMOUNT EXCEEDS AVAILABLE BALANCE"</p> <p>"AMOUNT EXCEEDS BALANCE"</p> <p>Condition: A debit trans. was keyed for an amount greater than the Leave Period benefit balance.</p> <p>Action: Verify employee's benefit balances and key appropriate transactions.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989022	O	"INVALID BENEFIT ENTERED ON TRANSFER TRANS" Condition: Data keyed in LB (Leave Benefit) field is incorrect. Action: Rekey transaction with the correct benefit information.
989023	O/L L O/L	"INVALID EMPLOYEE DBKEY -CONTACT SCO" "INVALID EMPLOYEE DBKEY -CONTACT SCO" Condition: System unable to obtain the employee using the passed DBkey. Action: Contact Leave Accounting Liaison.
989024	O L O/L	"INVALID EMPLOYEE PSN HISTORY DBKEY - CONTACT SCO" Condition: System unable to obtain the position history using the passed DBkey. Action: Contact Leave Accounting Liaison.
989025	O	"INVALID BENEFIT (STATE) DBKEY - CONTACT SCO" Condition: System unable to obtain the leave benefit (State) using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989026	O	"INVALID BENEFIT KEY - CONTACT SCO" Condition: System unable to obtain the leave benefit using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989027	O	"INVALID PSN SEQUENCE DBKEY - CONTACT SCO" Condition: System unable to obtain the position sequence using the passed Dbkey. Action: Contact Leave Accounting Liaison.
989028	O	"TRANSFER BENEFIT AMOUNT MUST = AVAILABLE END BALANCE"
989029	O L O/L	"INVALID BENEFIT AND/OR TRANS CODE" "INVALID BENEFIT/TRAN" Condition: Requested a transaction with incompatible leave benefit or transaction code. Action: Enter valid transaction code.
989030	O/L	"INVALID TRANS TYPE" Condition: Keyed a transaction an invalid transaction code. Action: Enter valid transaction code.
989031	O	"CANNOT" TRANSFER TO "BENEFIT ENTERED" Condition: Requested a "transfer to" leave benefit transaction but leave benefit cannot be transferred. Action: Enter a valid leave benefit that will accept transfer transaction.
989033	O	"TRANSFER BENEFIT FIELD MUST BE BLANK" Condition: Keyed a leave benefit in the Transfer Info, LB field. Action: Remove data in LB field.
989034	O	"ENTER BENEFIT FOR TRANSFER TRANS" Condition: Requested transfer transaction requires leave benefit. Action: Enter appropriate leave benefit.
989035	O L O/L	"BENEFIT IS OUT-OF-SERVICE -CANNOT PROCESS TRANS" "BENEFIT OUT-OF-SERVICE" Condition: Attempted to enter a transaction for a benefit that is out-of-service. Action: Correct out-of-service condition , then rekey transaction.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989037	O L O/L	"CANNOT ENTER A NEGATIVE AMOUNT" "CANNOT ENTER NEGATIVE AMOUNT" Condition: Keyed a minus sign (-). Action: Remove minus sign.
989038	O L O/L	"NEGATIVE BALANCE NOT ALLOWED" "NEGATIVE BALANCE NOT ALLOWED" Condition: Debit transaction keyed which would result in a negative balance. Action: Cannot key this transaction. Verify employees benefit records.
989039	O L O/L	"NO ACCRUAL RATE FOUND IN PSN HISTORY - CONTACT SCO" "NO ACCRUAL RATE" Condition: Attempted to generate an accrual/bonus transaction, however, there was no accrual rate found on the table for the employee position history record. Action: Contact Leave Accounting Liaison.
989040	O L O/L	"CTO FLSA "INITIAL BALANCE" TRANS EXISTS FOR LEAVE PERIOD" "DUPLICATE CTO FLSA BALANCE" Condition: Entered a Begin Balance FLSA, Conv Balance FLSA, or Balance Forward FLSA when one already exists for leave period. Action: Verify data on B52-LB Void Transaction Entry screen. If incorrect void the transaction, then key new transaction on the B50-LB Transaction Entry screen.
989041	O L O/L	"CTO REGULAR INITIAL BALANCE TRANS EXISTS FOR LEAVE PERIOD" "DUPLICATE CTO REGULAR BALANCE" Condition: Keyed a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new transaction using the B50-LB Transaction Entry screen.
989042	O L O/L	"INITIAL BALANCE TRANS EXIST FOR LEAVE PERIOD" "DUPLICATE INITIAL BALANCE" Condition: Requested a Begin or Balance Forward transaction in a leave period where a Conversion Balance, Begin Balance or Balance Forward transaction already exists. Action: If existing Begin, Conversion, or Balance Forward transaction is the incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new transaction using the B50-LB Transaction Entry screen.
989043	O L O/L	"INVALID TRANS - SERVING A WAITING PERIOD" "SERVING WAITING PERIOD" Condition: Attempted to post an accrual transaction for an employee on a Waiting Period. Action: Post a Bonus transaction using the B50-LB transaction Entry screen.

MESSAGES – PAGE 177

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989044	O	"ESTABLISHMENT PERIOD NOT FOUND - CONTACT SCO" Condition: Entered an accrual/bonus transaction, however, the establishment period was not found for the leave period. Action: Contact Leave Accounting Liaison.
989045	O L O/L	"INITIAL TOTAL TRANS EXIST FOR LEAVE PERIOD" "DUPLICATE INITIAL TOTAL" Condition: Requested a Begin or Total Forward transaction in a leave period where a Conversion Total, Begin Total or Total Forward transaction already exists. Action: If existing Begin, Conversion, or Total Forward transaction is incorrect, void the incorrect transaction using the S52-SS Void Transaction Entry screen, then key a new Total transaction using the B50-LB Transaction entry screen.
989046	O L	"CANNOT ENTER A ZERO FOR THIS TRANS" "CANNOT ENTER ZERO" Condition: Attempted to enter a zero in the amount field for a transaction that does not allow zero. Action: Enter the correct amount.
989047	O L O/L	"PSN SEQUENCE OUT-OF-SERVICE ON EH" "PSN SEQUENCE OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key State Service and leave benefit accruals using the S50-SS Transaction Entry screen and B50-LB Transaction Entry screen.
989048	O	"ENTER CBID FOR TRANSFER TO RTB TRANS" Condition: Attempted to update transaction without TIMEBANK information. Action: Enter CBID information in the TIMEBANK field.
989049	O	"TRANSFER TO RTB CBID FIELD MUST BE BLANK" Condition: Requested a transaction with TRANSFER INFO-TIMEBANK field completed and the field should be blank for the transaction requested. Action: Verify the transaction code; if incorrect, key the correct transaction code. If transaction code is correct, erase data keyed in the TIMEBANK field.

MESSAGES – PAGE 178

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989050	O L O/L	<p>"STATE SERVICE OUT-OF-SERVICE"</p> <p>"STATE SERVICE OUT-OF-SERVICE"</p> <p>Condition: Keyed or leave processing attempted to generate an accrual/bonus transaction for a leave period when State Service is out-of-service.</p> <p>Action: Correct State Service out-of-service condition, then key transaction using the B50-LB Transaction Entry screen.</p>
989051	L	<p>"EE ON TEMP SEP"</p> <p>Condition: The employee is on a Temporary Separation.</p> <ul style="list-style-type: none"> For Roll Codes 1 and 2 (negative attendance), Roll Code 7 (hourly paid bi-weekly), Roll Code 8 (monthly paid semi-monthly), state service and leave benefit accruals will not be automatically generated. For intermittent Roll Codes 3, 4, 5, & 6, Time Worked transactions for state service will be automatically generated when payments identified as a "SELECTED PAYMENT" are issued. Leave benefit accruals WILL NOT be automatically posted. <p>Action: Verify if the employee is entitled to state service and leave benefit accruals:</p> <ul style="list-style-type: none"> If the employee is not entitled to state service or leave benefit accruals, no action is necessary. If the employee is entitled to State Service, key the appropriate State Service transaction on the S50-SS Transaction Entry screen. Verify the dates on the P64-LB Non-Accrual Maintenance screen. Post leave benefit accruals, if applicable, using B50-LB Transaction Entry screen.
989053	O L O/L	<p>"TRANS LEAVE PERIOD MUST = ESTABLISHMENT PERIOD END LEAVE PERIOD"</p> <p>"END LEAVE PERIOD CONFLICT"</p> <p>Condition: Requested a Lump Sum transaction for an accrued benefit with a leave period other than the benefit End Leave Period.</p> <p>Action: Lump sum transactions can not be keyed for an accrued benefit with a Leave Period beyond the establishment period of the benefit. Refer to EXAMPLES "PAR/PPT Separation Procedures".</p>
989054	O L O/L	<p>"INVALID TRANS - SERVING A WAITING PERIOD"</p> <p>"SERVING WAITING PERIOD"</p> <p>Condition: A leave benefit transaction was keyed which is not allowed while serving a waiting period (e.g., use transaction).</p> <p>Action: Cannot key accrual transactions (transaction code 10) when the employee is serving a waiting period; key a Bonus Transaction Code 28 using the B50-LB Transaction Entry screen. Cannot key usage or miscellaneous debit transaction while the employee is on a waiting period. Key the debit transaction using a different Leave Benefit as appropriate.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989055	O L O/L	"TRANS LEAVE PERIOD NOT WITHIN ACTIVE LEAVE PERIOD" "LEAVE PERIOD NOT ACTIVE" Condition: Attempted to key a transaction for a Leave Period that is not within the employee's active CLAS history. Action: Request correct Leave Period.
989056	O/L	"INVALID TRANS CODE" Condition: Requested an invalid transaction code. Action: Key correct transaction code.
989057	O	"CANNOT TRANSFER TO THIS BENEFIT" Condition: Transferred V-time to a leave benefit that cannot receive benefit. Action: Enter a valid transfer leave benefit.
989060	O	"USE "TRANSFER TO/FROM BENEFIT" TRANS CODE"
989061	L	"CANNOT VOID TRANS" Condition: Attempted to void a transaction using a process other than on-line. Action: Void transaction on-line using a S52-SS or B52-LB Void Transaction Entry screen. Modify the establishment period for Vacation as appropriate.
989062	O	"PREVIOUS TRANS AMOUNT SYSTEM GENERATED" Condition: Entered an amount in the amount field for a transaction where the amount is system generated.
989064	O	"CANNOT MODIFY, ESTABLISHMENT PERIOD OVERLAPS VACATION" Condition: Attempted to modify the establishment period where Annual Leave is established. Action: Modify the establishment period for Annual Leave as appropriate.
989065	O	"CANNOT MODIFY, ESTABLISHMENT PERIOD OVERLAPS ANNUAL" Condition: Attempting to modify the establishment period where Vacation is established. Action: Modify the establishment period for Annual Leave as appropriate.
989066	O	"INVALID D1041 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989067	O	"PROGRAM LOGIC ERROR - CANNOT PROCESS UPDATE - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989068	O	"IDMS ERROR OCCURRED - UPDATE CANCELED - CONTACT SCO" Action: Contact Leave Accounting Liaison.
989069	O	"MUST ESTABLISH SICK LEAVE PRIOR OR EQUAL TO ANNUAL LEAVE" Condition: Sick Leave establishment begin leave period is greater than the Annual Leave establishment begin leave period. Action: Correct the Sick Leave establishment begin leave period.
989070	O	"CANNOT ADD, ESTABLISHMENT PERIOD OVERLAPS ANNUAL LEAVE" Condition: Vacation establishment leave period overlaps with Annual Leave. Action: Correct the Vacation establishment leave period begin or end leave period(s) to less than the Annual Leave begin leave period.

MESSAGES – PAGE 180

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989071	O	"INVALID CBID DESIGNATION" Condition: Entered a "Transfer to Release Time Bank" with the Transfer Time Bank not equal to valid designation. Action: Enter a valid designation (i.e., R, S, M, U, C, E).
989072	O	"INVALID CBID UNIT" Condition: Requested invalid CBID information in the TRANSFER INFO - TIMEBANK field. Action: Enter a valid unit (i.e., 01-21, 88, 89, 97, 98, 99).
989073	O	"CANNOT ADD BENEFIT/ESTABLISHMENT PERIOD" Condition: 1. Vacation benefit is being added on B66 when AL benefit exists without an establishment period. 2. Annual Leave is being added on B66 when Vacation/Sick Leave exists without an establishment period. Action: Refresh the B66 using PF4 and add the establishment periods for the previous Leave benefits on B68.
989085	L	"SS OUT-OF-SERVICE" Condition: State Service is out-of-service for one of the following reasons: 1. Most current Begin or Conversion Balance transaction was voided or employee does not have a Conversion or Begin Balance transaction. 2. Employee is not system eligible. Action: Set State Service back in service by: 1. Key a new Begin Balance transaction. 2. If the employee is not system eligible, no action is necessary.
989087	O L O/L	"A DUPLICATE STATE SERVICE CREDIT FOUND FOR LP" "DUPLICATE SS TRANS EXISTS" Condition: Requested a State Service Credit in a Leave Period where a credit already exists.
989088	O L O/L	"NQLP TRANS FOUND FOR LEAVE PERIOD AND PSN SEQUENCE" "NQLP EXISTS FOR SEQ" Condition: Non-qualifying Leave Period (NQLP) transaction exists for the Leave Period and Position Sequence. Action: If Leave Period is non-qualifying, no action is necessary. If employee is entitled to State Service and accrued benefit, post transactions on-line.
989090	L	"INVALID TB FOR TRANS" Condition: System error. Action: Contact Leave Accounting Liaison.
989092	L	"FRACT MONTH EXISTS" Condition: A NQLP transaction was processed through Employment History, however, a Fractional Month transaction has already exists for the Position Sequence. Action: If leave period is non-qualifying, void the fract month transaction using the S52-SS Void Transaction Entry screen. If employee is entitled to the Fract Month, no action is necessary.
989111	L	"EARN ID NOT FOUND" Condition: Problem with Earnings ID table. Action: Verify Earnings ID. If correct, contact Leave Accounting Liaison.

MESSAGES – PAGE 181

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989112	L	"WRONG SCREEN USED" Condition: Earnings ID keyed on PIP was requested on the wrong screen (i.e., TA, DCK or MIS). Action: Rekey the request on the correct PIP screen.
989113	L	"INVALID PAY PERIOD" Condition: Pay requested on PIP with a pay period not maintained on EH or the Payroll System. Action: Verify the pay period: <ol style="list-style-type: none">1. If the pay period is incorrect, rekey the payment request using the correct pay period.2. If the pay period is correct, submit the payment request to the State Controller's Office per instruction in the Payroll Procedures Manual.
989114	L	"NO PREMIUM PAY RECORD" Condition: Problem with Premium Pay table. Action: Contact Leave Accounting Liaison.
989115	L	"EH RECORD NOT FOUND" Condition: An EH record with a matching SSN, employee name, and position number could not be found for the requested pay period. Action: Verify information on pay request matches EH information. <ol style="list-style-type: none">1. If transaction is incorrect, rekey the transaction.2. If EH is incorrect, update EH and rekey the pay transaction on PIP.
989116	L	"NO PAYSACLE RECORD" Condition: Problem with Payscales. Action: Contact Leave Accounting Liaison.
989117	L	"DAYS & HOURS ENTERED" Condition: Transaction requested with both days and hours should be only days or only hours. Action: Rekey the transaction on PIP with only days or only hours.
989118	L	"CONTACT SCO" Condition: Problem with transaction requested. Action: Verify the information keyed on the transaction is correct: <ol style="list-style-type: none">1. If incorrect rekey the transaction.2. If correct, contact Leave Accounting Liaison.
989119	L	"INVALID TABLE ENTRY" Condition: Problem with PIP table. Action: Contact Leave Accounting Liaison.
989122	L	"EE OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50-SS Transaction Entry screen and B50-LB Transaction Entry screen.

MESSAGES – PAGE 182

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989123	L	"PSN SEQ OUT-OF-SVC" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit accruals using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989124	L	"NQLP EXISTS IN SEQ" Condition: Keyed a State Service Credit for a full time employee and a NQLP transaction is already posted for the leave period. Action: Determine if the State Service Credit is valid for the leave period. If valid, void the NQLP transaction using the S52-SS Void Transaction Entry screen and key state service and leave benefit accruals using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989125	L	"EE ON TEMP SEP" Condition: The employee is on a Temporary Separation. <ul style="list-style-type: none"> For the Roll Code 1 and 2 (negative attendance), Roll Code 7 (hourly paid Bi-weekly), and Roll Code 8 (monthly paid semi-monthly) state service and leave benefit accruals will not be automatically generated. Action: Verify if the employee is entitled to State Service and leave benefit accruals: <ul style="list-style-type: none"> If the employee is not entitled to state service or leave benefit accruals, no action is necessary. If the employee is entitled to State Service key the appropriate State Service transaction using the S50-SS Transaction Entry screen. Post leave benefit accruals, if applicable, using the B50-LB Transaction Entry screen. Verify that the P64-LB Non-Accrual Maintenance screen has correct information.
989126	L	"CANNOT DETERMINE QEP" Condition: The system is unable to determine qualifying employee position based on Employee Position History (EPH) records. Action: If the employee is entitled to state service and leave benefit accruals, key the transactions using the S50-SS Transaction Entry screen and the B50-LB Transaction Entry screen.
989127	O	"ERROR ACCESSING STATE TABLE - CONTACT SCO" Condition: Problem with a system table. Action: Contact Leave Accounting Liaison.
989128	O	"CSU CALENDAR ACCESS FAILED -CONTACT SCO" Condition: System unable to access Civil Service calendar. Action: Contact Leave Accounting Liaison.
989130	O L	"FUTURE TRANS NOT ALLOWED", "FUTURE TRANS" Condition: Attempted to enter a transaction for a future leave period. Action: Cannot key transactions for future leave periods.
989131	O/L O	"BENEFIT (STATE) NOT FOUND - CONTACT SCO" Condition: Problem with table. Action: Contact Leave Accounting Liaison.

MESSAGES – PAGE 183

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989132	O	"INVALID ESTABLISHMENT PERIOD DBKEY PASSED - CONTACT SCO" Condition: Problem with Dbkey. Action: Contact Leave Accounting Liaison.
989133	L	"PSN SEQ OUT-OF-SERVICE" Condition: Employee's EH is out-of-service. Action: Correct the out-of-service condition, then key state service and leave benefit transaction as needed.
989134	L	"NOT AUTH TO SUBMIT" Condition: Agency Code on designation transaction is not authorized for the department/campus keying the transaction. Action: Verify the position number and Position Sequence number on the LMS Batch Message Inquiry (right side) screen. If the Position Sequence is incorrect, key a designation on the P62-LV System Eligibility Maintenance with the correct Position Sequence.
989135	L	"EE NOT ON EH" Condition: SSN on the transaction was not found on EH. Action: PAR/PPT must exist for employee prior to keying CLAS transactions. Verify and correct SSN.
989136	L	"PSN SEQ EXISTS" Condition: Attempted to add a second Position Sequence to CLAS. Action: Verify Position Sequence on the transaction: 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence on CLAS is incorrect contact Liaison.
989139	L	"PSN SEQ NOT ON EH" Condition: The Position Sequence on the transaction is not active on EH. Action: Verify Position Sequence on the transaction: 1. If Position Sequence was incorrect, rekey the transaction. 2. If the Position Sequence is correct, update EH, then rekey.
989140	L	"EE LSE ON EFF DATE" Condition: Employee is already LSE on the system. Action: Verify the P18-Employee Position History screen. If the employee is established incorrectly on CLAS contact Leave Liaison.
989141	L	"EE NLSE ON EFF DATE" Condition: Employee is already NLSE on the system. Action: Verify the P18-Employee Position History screen. If the employee is established incorrectly on CLAS contact Leave Accounting Liaison.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989143	L	<p>"PRIOR TO LSE DESIGNATION"</p> <p>Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because CLAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE.</p> <p>Action: Verify the employee's EPH records using the P18-Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62-Leave System Eligibility Maintenance screen.</p>
989145	L	<p>"PRIOR TO CONVERSION"</p> <p>Condition: An EH transaction was processed for an employee who was previously designated NLSE. The effective date of the EH transaction is prior to the NLSE designation. Because CLAS does not maintain a history of designation transactions, Employee Position History (EPH) records may be generated for the period that the employee should be NLSE.</p> <p>Action: Verify the employee's EPH records using the P18-Employee Position History screen. If there is a period of time that the employee should be NLSE, the NLSE designation transaction may be keyed using the P62-Leave System Eligibility Maintenance screen.</p>
989146	L	<p>"VERIFY EE STATUS"</p> <p>Condition: When a CSU miscellaneous change transaction is processed by CLAS, the system will check six months of EH to identify if the employee is active or separated. If there is not a separation EH transaction within six months, CLAS will assume the employee is active and build an Employee Position History (EPH) transaction based on the miscellaneous EH transaction.</p> <p>Action: If the employee is separated, process a NLSE designation transaction using the P62-Leave System Eligibility screen.</p>
989147	L	<p>"SSN EXISTED ON BACKUP"</p> <p>Condition: SCO message.</p> <p>Action: No action necessary.</p>
989148	L	<p>"INVALID SSN"</p> <p>Condition: SCO message</p> <p>Action: No action necessary.</p>
989149	L	<p>"EMPLOYEE NOT ON LAS"</p> <p>Condition: SCO message.</p> <p>Action: No action necessary.</p>
989150	L	<p>"EE OUT-OF-SERVICE ON EH"</p> <p>Condition: Employee's EH is out-of-service.</p> <p>Action: Correct the out-of-service condition, then key the designation transaction using the P62-Leave System Eligibility screen.</p>

MESSAGES – PAGE 185

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989151	L	<p>"NOT ELIGIBLE FOR CLAS"</p> <p>Condition: A designation transaction was keyed for a Position Sequence with a Student Assistant position number. Student Assistant positions are not eligible to be on CLAS.</p> <p>Action: Verify the Position Sequence keyed. If incorrect, rekey the designation transaction with the correct Position Sequence.</p>
989152	L	<p>"EE ALREADY ON LASDB"</p> <p>Condition: SCO message.</p> <p>Action: No action necessary.</p>
989176	L	<p>"CANNOT DETERMINE QEP"</p> <p>Condition: More than one CSU academic position has been found. The system is unable to determine qualifying employee position (QEP).</p> <p>Action: Determine the QEP and update CLAS using the on-line screens.</p>
989177	L	<p>"INCOMPATIBLE EPH"</p> <p>Condition: Employee has a academic and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP).</p> <p>Action: Determine the QEP and update CLAS using the on-line screens.</p>
989178	L	<p>"INCOMPATIBLE EPH"</p> <p>Condition: Employee has a DPA Exempt and non-academic position in the same leave period. The system cannot determine the qualifying employee position (QEP).</p> <p>Action: Determine the QEP and update CLAS using the on-line screens.</p>
989179	L	<p>"TIMEBASE NOT NUMERIC"</p> <p>Condition: Timebase for a fractional position is not numeric.</p> <p>Action: Verify EH transactions.</p>
989180	L	<p>"ERROR ACCESSING CIVIL SERVICE AND CAMPUS CALENDARS - CONTACT SCO"</p> <p>Condition: Unable to access system calendar.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989181	L	<p>"ERROR ACCESSING CONTROL RECORD - CONTACT SCO"</p> <p>Condition: Unable to access control record.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989182	O/L	<p>"ACCRUAL RATE IS < O"</p> <p>Condition: Attempted to enter an accrual/bonus for an employee who has Vacation -10 Month adjustment and result is less than zero.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989183	O	<p>"CANNOT ESTABLISH VACATION OR SICK LEAVE PRIOR TO ANNUAL LEAVE"</p> <p>Condition: Attempted to establish Vacation or Sick Leave where Annual Leave is established.</p> <p>Action: Modify the establishment period for Annual as appropriate.</p>
989184	O	<p>"CANNOT ESTABLISH ANNUAL LEAVE PRIOR TO VACATION OR SICK LEAVE"</p> <p>Condition: Attempted to enter an AL Establishment Leave Period that is less than the VA or SL establishment Begin Leave Period.</p> <p>Action: Correct the Annual Leave Establishment Begin Leave Period.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989185	O	<p>"CANNOT ESTABLISH ANNUAL LEAVE DURING A CLOSED VACATION ESTABLISHMENT PERIOD"</p> <p>Condition: Attempted to enter an Annual Leave Establishment Leave Period during a leave period where Vacation was established.</p> <p>Action: Correct the Annual Leave Establishment Begin Leave Period.</p>
989186	O	<p>"ERROR TRYING TO END VACATION WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989187	O	<p>"ERROR PERFORMING BENEFIT TRANSFER WHEN ESTABLISHMENT ANNUAL LEAVE - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989188	O	<p>"MUST ESTABLISH (Vacation or Sick Leave) (Prior or Equal) TO ANNUAL LEAVE"</p> <p>Condition: Entered a Vacation or Sick Leave Establishment Period greater or equal to the Annual Leave Establishment Begin Leave Period.</p> <p>Action: Verify Establishment periods for benefits.</p> <ol style="list-style-type: none"> 1. Correct the VA or SL Establishment Begin Leave Period using the B68-LB Establishment Period Maintenance screen. 2. If establishment period of Annual is incorrect make corrections to establishment period as needed..
989189	O	<p>"ERROR IN BENEFIT TABLE ACCESS PROGRAM - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989190	O	<p>"ERROR FOUND IN END BENEFIT PROGRAM - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989191	O	<p>"ERROR FOUND IN LBAT POST PROGRAM - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989192	O	<p>"ERROR FOUND IN AGENCY PARTICIPATION ACCESS PROGRAM - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989193	O	<p>"BENEFIT NOT FOUND ON TABLE - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989194	O	<p>"AGENCY NOT FOUND ON AGENCY PARTICIPATION TABLE - CONTACT SCO"</p> <p>Condition: System error.</p> <p>Action: Contact Leave Accounting Liaison.</p>
989196	O L O/L	<p>"SSN ALREADY EXISTS - NO ACTIVE PSN HISTORY EXISTS"</p> <p>"SSN EXISTS NO PSN"</p> <p>Condition: Enter incorrect data.</p> <p>Action: Submit transaction with correct data.</p>

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989197	L	"SSN MUST BE NUMERIC" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989198	L	"NAME MUST BE ALPHA" Condition: Attempted to enter a name with a non-alpha character. Action: Key transaction on-line.
989199	L	"PSN MUST BE NUMERIC" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989200	L	"INVALID LEAVE PERIOD" Condition: Attempted to enter a alpha character in a numeric field. Action: Key the transaction on-line with correct data.
989201	O	"VACATION EXISTS - PLEASE CONTACT SCO" Condition: Attempted to establish annual leave with the same begin leave period as vacation. Action: Contact Leave Accounting Liaison.
989202	L	"INVALID BENEFIT ID" Condition: Attempted to enter a non-alpha character. Action: Key transaction on-line.
989203	L	"INVALID PPCID" Condition: The PPCID is not valid for the agency code or the PPCID on the transaction is not valid on the PPCID table. Action: Key transaction on-line. If the system does accept the transaction, contact the Leave Accounting Liaison.
989205	L	"INVALID ORIGIN CODE" Condition: Origin code error. Action: Key transaction on-line.
989206	L	"INVALID BATCH ID" Condition: Batch ID error. Action: Key transaction on-line.
989208	L	"INVALID EARNINGS ID" Condition: Earnings ID not found on the Earnings ID Characteristic Table. Action: Key transaction on-line.
989210	L	"INVALID TRANS CODE" Condition: Attempted to enter an invalid transaction code. Action: Verify desired transaction code and key the transaction on-line.
989211	L	"INVALID D1037 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989212	L	"INVALID D1040 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989213	L	"INVALID D1047 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989214	L	"INVALID D1048 DBKEY PASSED TO LASQ907C - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989223	O	"ERROR FOUND IN LBAT AUDIT PROGRAM - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.

MESSAGES – PAGE 188

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989224	O	"LINKAGE ERROR - CONTACT SCO" Condition: System error. Action: Contact Leave Accounting Liaison.
989292	L	"EE NOT ON LAS" Condition: SSN on transaction not found on CLAS. Action: Verify SSN. Process the employee's EH transaction, they key CLAS transactions on the following day.
989293	L	"NO EPH" Condition: Position number on the transaction does not match the EPH record for the leave period. Action: <ol style="list-style-type: none"> 1. If position number on the transaction is incorrect, rekey the transaction on CLAS. 2. If EPH position number is incorrect, process EH transaction, then key the CLAS transaction on the following day.
989294	L	"AMOUNT NOT NUMERIC" Condition: Amount entered on the transaction was not numeric. Action: Correct the field to numeric characters only.
989297	O L O/L	"PH NOT SCHEDULED FOR ACCRUAL - CANNOT ACCRUE" "PH NOT SCHEDULED" Condition: Benefit is not scheduled to accrue. Action: Verify benefit status.
989298	O L O/L	"CANNOT LUMP SUM ZERO BALANCE" "BENEFIT HAS ZERO BAL" Condition: Lump sum transaction keyed for a benefit with zero balance. Action: Verify benefit for correct balance and take corrective action if needed.
989299	O L O/L	"CANNOT LUMP SUM NEGATIVE BALANCE" "BENEFIT HAS NEGATIVE BALANCE" Condition: Lump sum transaction keyed for a benefit with negative balance. Action: Verify benefit for correct balance and take corrective action if needed.
989450	O L O/L	"INVALID ORG CODE - CONTACT SCO" "SYSTEM ERROR" Condition: A State Service transaction has been entered or processed and has been attached to an invalid origin code. Action: This is a system error. Contact the Leave Accounting Liaison.
989451	O	"DAYS WORKED TRANS NOT VALID FOR EE" Condition: Attempted to enter Days Worked (DW) transaction for an ee who does not have a Roll Code 5 (daily, paid monthly) EPH record. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989453	O L O/L	"NQLP NOT VALID FOR EE" "NQLP INVALID FOR EE" Condition: Attempted to enter an NQLP for an ee whose timebase is int. Action: No action necessary.

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989454	O	"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE" Condition: Attempted to enter Timebase Adjustment for days or hours in a leave Period for an ee who does not have an intermittent EPH. Action: Contact the Leave Accounting Liaison.
989455	O	"BALANCE ADJUST TRANS NOT VALID FOR EE" Condition: Attempted to enter a Balance Adjust-days or Hours trans for an ee who does not have an intermittent EPH for the Leave Period. Action: Enter the correct transaction or verify EPH records using the P18-Employee History Inquiry screen.
989456	O	"CALENDAR ACCESS ERROR - CONTACT SCO" Condition: System error. Action: Contact the Leave Accounting Liaison.
989457	O	"INVALID HOURS AMOUNT FOR CARRYOVER" Condition: Attempted to enter a Begin Balance transaction with a carryover amount equal to or greater than 160 hours. Action: Begin a Begin Balance transaction, increasing state Service Credits by one and reducing carryover hours by 160 hours.
989458	O	"INVALID DAYS AMOUNT FOR CARRYOVER" Condition: Attempted to enter a Begin Balance transaction with 20 days or more carryover. Action: Key a Begin Balance transaction, increasing state Service Credits by one and reducing carryover days by 20 days.
989459	O	"DAYS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0" Condition: Attempted to enter a days amount less than 0. Action: Contact the Leave Accounting Liaison.
989460	O	"HOURS AMOUNT MUST BE GREATER THAN OR EQUAL TO 0" Condition: Attempted to enter a hours amount less than 0. Action: Contact the Leave Accounting Liaison.
989461	O	"STATE SERVICE TRANSACTION ERROR - CONTACT SCO" Condition: State Service transaction exists, but the corresponding leave period does not. Action: Contact the Leave Accounting Liaison.
989462	O	"RULE INDICATOR NOT FOUND - CONTACT SCO" Condition: System is unable to located rule indicator on table. Action: Contact the Leave Accounting Liaison.
989463	O L O/L	"DUPLICATE HOURS WRK TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP HW FOUND FOR LP" Condition: Attempted to enter a duplicate Hours Worked (HW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two HW transactions with different amounts of hours.

MESSAGES – PAGE 190

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989464	O L O/L	"DUPLICATE DAYS WKD TRANS FOUND FOR LEAVE PERIOD AND PSN SEQ", "DUP DW FOUND FOR LP" Condition: Attempted to enter a duplicate days Worked (DW) transaction. Action: Verify for duplication. If this is not a duplicate, enter two DW transaction with different amounts of days.
989465	O L O/L	"HOURS WORKED TRANS FOUND FOR LEAVE PERIOD" "HW EXISTS IN PSN SEQ" Condition: Attempted to enter an incompatible transaction in a leave period where an Hours Worked transaction already exists. Action: Evaluate employee's state service. If correct, no action is necessary. If State service is incorrect, void erroneous transaction using the S52-SS Void Transaction Entry screen and post correct transaction using the S50-SS Transaction Entry screen. State Service changes my impact accrued benefits, verify accrued benefits.
989466	O L O/L	"DAYS WORKED TRANS FOUND FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked (HW) transaction when a days Worked (DW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per leave period. Determine whether employee should have all time towards State service posted as a DW or HW transaction. Key the transaction on the S50-SS Transaction Entry screen.
989467	O L O/L	"INCOMPATIBLE HOURS WKD TRANS EXIST FOR LEAVE PERIOD" "INCOMPATIBLE EXISTS" Condition: Attempted to enter an Hours Worked 1st half or 2nd half when an Hours Worked (HW) transaction already exists in the leave period. Action: Only one type of transaction can be entered per Leave Period. Determine which transaction is valid for the Leave Period. If transaction posted is correct, no action is necessary. If the transaction posted is incorrect, void the erroneous transaction using the S52-SS Void Transaction Entry screen, then key the correct transaction on the S50-SS Transaction Entry screen.
989472	O L O/L	"DUPLICATE TH TRANS FOUND FOR LEAVE PERIOD" "DUP - SS TRANS EXISTS" Condition: Attempted to enter a Timebase Adjustment (TH) transaction when one already exists for the leave period. Action: If the posted TH transaction is correct, no action is necessary. If the posted TH transaction is incorrect, void the posted transaction using the S52-SS Void Transaction Entry screen. Key one TH transaction that includes hours from all applicable positions, using the S50-SS Transaction Entry screen.

MESSAGES – PAGE 191

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989473	O L O/L	<p>"DUPLICATE TD TRANS FOUND FOR THE LEAVE PERIOD"</p> <p>"DUP SS TRANS EXISTS"</p> <p>Condition: Attempted to enter a Timebase Adjustment (TD) transaction when one already exists for the leave period.</p> <p>Action: If the posted TD transaction is correct, not action is necessary. If the posted TD transaction is incorrect, void the posted TD transaction using the S52-SS Void Transaction Entry screen. Key one TD transaction that includes days from all applicable positions, using the S50-SS Transaction Entry screen.</p>
989474	O L O/L	<p>"DUPLICATE BH TRANS FOUND FOR THE LEAVE PERIOD"</p> <p>"DUP SS TRANS EXISTS"</p> <p>Condition: Attempted to enter a Balance Adjustment (BH) transaction when one already exists for the leave period.</p> <p>Action: If the posted BH transaction is correct, no action is necessary. If the posted BH transaction is incorrect, void the posted BH transaction using the S52-SS Void Transaction Entry screen. key one BH transaction that includes days from all applicable positions, using the S50-SS transaction Entry screen.</p>
989475	O L O/L	<p>"DUPLICATE BD TRANS FOUND FOR THE LEAVE PERIOD"</p> <p>"DUP SS TRANS EXISTS"</p> <p>Condition: Attempted to enter a Balance Adjustment (BD) transaction when one already exists for the Leave Period.</p> <p>Action: If the posted BD transaction is correct, no action is necessary,. If the posted BD transaction is incorrect, void the posted BD transaction using the S52-SS Void Transaction Entry screen. Key one BD transaction that includes day from all applicable positions, using the S50-SS Transaction Entry screen.</p>
989476	O	<p>"TIMEBASE ADJUST - HOURS TRANS NOT VALID FOR EE"</p> <p>Condition: Attempted to enter a Timebase Adjustment (TH) in a Leave Period where no intermittent EPH exists.</p> <p>Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.</p>
989477	O	<p>"HOURS WORKED NOT VALID FOR EE"</p> <p>Condition: Attempted to enter an Hours worked (HW) transaction for an employee who does not have an intermittent Roll Code 3 (hourly, paid monthly) EPH.</p> <p>Action: Enter correct transaction or verify EPH records suing the P18 - Employee Position History Inquiry screen.</p>
989478	O	<p>"HOURS WORKED - 1ST/2ND HALF NOT VALID FOR EE"</p> <p>Condition: Attempted to enter an Hours Worked 1st half or 2nd half transaction for an employee who does not have an intermittent Roll Code 4 or 6 (hourly, paid semi-monthly) EPH.</p> <p>Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.</p>

MESSAGES – PAGE 192

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989479	O	"HOURS WORKED TRANS NOT VALID FOR EE" Condition: Attempted to enter an Hours Worked (HW) or Hours Worked 1st half or 2nd half transaction for an employee who does not have an hourly intermittent EPH. Action: Enter correct transaction or verify EPH records using the P18 - Employee Position History Inquiry screen.
989480	L	"AR/REDEP - UPDATE SS" Condition: Accounts Receivable or redeposit has been processed in the Payroll Cycle for an intermittent employee. Action: Verify the impact to the employee's State Service. <ul style="list-style-type: none">• Void any incorrect Hours Worked transactions as needed using the S52-SS Void Transaction Entry screen.• Post any Hours Worked transactions as needed using the S50-SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14-LB History Summary Inquiry and the S14-SS History Summary Inquiry screens. <ul style="list-style-type: none">• Void any incorrect benefit accruals using the B52-LB Void Transaction Entry screen.• Post any accruals not reflected using the B50-LB Transaction Entry screen.
989481	L	"RETRO PAY - UPDATE SS" Condition: A payment has been issued for a pay period that is neither the current pay period nor the pay period prior to the current pay period. A state service transaction (e.g. HW) is not generated. Action: Verify the impact to the employee's State Service. <ul style="list-style-type: none">• Void any incorrect Hours Worked transactions using the S52-SS Void Transaction Entry screen.• Post any Hours Worked transactions as needed using the S50-SS Transaction Entry screen. Verify that Leave Benefit accruals are posted only in months where State Service Credits have been posted using the B14-LB History Summary Inquiry and the S14-SS History Summary Inquiry screens. <ul style="list-style-type: none">• Void any incorrect benefit accruals using the B52-LB Void Transaction Entry screen.• Post any accruals not reflected using the B50-LB Transaction Entry screen.
989482	L	"PAYMENT IS NOT QEP" Condition: The system did not generate a time worked transaction for this payment. Action: Determine the number of hours/days to which the employee is entitled and post a state service transaction.

MESSAGES – PAGE 193

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989483	L	<p>"CANNOT DET QEP/PAY"</p> <p>Condition: When there is a timebase change within one leave period where the employee is going from Roll Code 6, hourly intermittent, to Roll Code 6, Full/Part Time.</p> <p>Action: User must determine which EPH is the qualifying employee position and apply the correct State Service transaction and, if applicable, leave benefit transactions.</p>
989484	L	<p>"VERIFY TH AMT"</p> <p>Condition: A Timebase Adjustment (TH) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated the TH transaction incorrectly.</p> <p>Action: Verify the number of hours generated on the TH transaction. If the amount is correct, no action is necessary. If the amount is incorrect:</p> <ul style="list-style-type: none"> • Void the TH transaction using the S52-SS Void Transaction Entry screen. • Key a correct TH transaction using the S50-SS Transaction Entry screen. • Void any erroneously posted leave benefit accrual transactions using the B52-LB Void Transaction Entry screen. • Key any missing leave benefit accrual transactions using the B50-LB Transaction Entry screen.
989485	L	<p>"PAYMENT 0-0-SEQ"</p> <p>Condition: "If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., HW) but will not generate leave benefit accruals.</p> <p>Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If the State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50-LB Transaction Entry screen.</p>
989486	L	<p>"VERIFY TD AMT"</p> <p>Condition: A Timebase Adjustment (TD) transaction has been system generated. Because of variable and alternate work schedules the system may have calculated to TD transaction incorrectly.</p> <p>Action: Verify the number of days generated on the TD transaction. If the amount is correct, no action is necessary. If the amount is incorrect:</p> <ul style="list-style-type: none"> • Void the TD transaction using the S52-SS Void Transaction Entry screen. • Key a correct TD transaction using the S50-SS Transaction Entry screen. • Void any erroneously posted leave benefit accrual transactions using the B52-LB Void Transaction Entry screen. • Key any missing leave benefit accrual transactions using the B50-LB Transaction Entry screen.

MESSAGES – PAGE 194

Message Listing

Rev. 07/05

MESSAGE NUMBER	ON-LINE=O LMS=L	MESSAGE
989487	L	"PAYMENT 0-0-SEQ" Condition: If a payment for the current pay period issues before a payment for the pay period prior to the current pay period, the system will generate a state service transaction (e.g., DW) but will not generate leave benefit accruals. Action: If the employee does not receive a State Service Credit based on the time generated from the state service transaction, no action is necessary. If a State Service Credit is generated based on the payment issued, key leave benefit accrual transactions using the B50-LB Transaction Entry screen.
989488	L	"SEQ MATCH COND" Condition: When a payment issues in a payroll cycle with a Position Sequence number which differs from the Position Sequence on CLAS, the system will <u>not</u> process a time worked (e.g., HW) transaction. Action: Employee is/was in multiple positions. Determine if the employee should be on CLAS. <ul style="list-style-type: none">· If the employee should not be on CLAS, key an NLSE designation.· If the payment was for a position not eligible for State Service, purge the message . No action is required.· If the payment is for an intermittent position that is eligible for State Service, key a State Service Transaction (e.g., HW) on the S50 - State Service Transaction Entry Screen.
989489	L	"CANNOT ADD BENEFIT/ESTABLISHMENT PERIOD" Condition: Annual Leave, Vacation or sick Leave currently exists without an establishment period. Action: Identify the benefit and either add an establishment period, or, if established in error, contact the Leave Accounting Liaison to have the benefit deleted prior to adding the new benefit/establishment period.

REPORTS & DOCUMENTS

Introduction

This chapter contains information regarding documents generated by or used with CLAS.

CLAS Worksheets

Three worksheets; the Employee Worksheet, the Accrued Benefits Worksheet and the Transaction Worksheet have been designed to assist you in capturing and documenting data that is required when keying on CLAS. These documents were developed for processing transactions in sequential order with the Employee Worksheet data keyed first (if applicable), the Accrued Worksheet data keyed second and the Transaction Worksheet data keyed last.

Employee Worksheet Information

The Employee Worksheet has two sections. The first section is used to document Leave System eligibility data as it should be entered on the P62 screen. The second section is used to document Non-Accrual information as it should be entered on the P64 screen. There are two versions of these forms, one for Civil Service and one for CSU campuses.

When keying a designation (NLSE/LSE) transaction on the P62 -System Eligibility Maintenance screen, DO NOT key other transactions until the following day.

When keying data from the worksheet, key the screens in the order printed on the worksheet.

Key this worksheet first.

Accrued Benefit Worksheet Information

This worksheet is used to document information necessary to accrued benefits. Use this worksheet to document the addition of new benefits as well as maintenance to benefits already established.

Transaction Worksheet Information

The Transaction Worksheet is used to document State and Leave Benefit transaction and voids. Multiple employees can be listed on one document.

This worksheet should be keyed AFTER the Employee Worksheet.

When keying State Service and Leave Benefit transactions for an employee, key the State Service transactions before the Leave Benefit transaction.

EMPLOYEE WORKSHEET

Civil Service

SSN ____ - ____ - ____ NAME: _____

CONDITION: _____

<input type="checkbox"/> P62 - SYSTEM ELIGIBILITY MAINTENANCE	INT. _____	DATE _____
This transaction must be keyed first. Key all other transactions on the following day.		
POS SEQ ____	AGY/RU ____/____/____ (most current)	
ELIGIBLE ____	EFFECTIVE DATE ____/____/____	

<input type="checkbox"/> P64 - NON-ACCRUAL MAINTENANCE	INT. _____	DATE _____
Key first two digits for 9/12, 10/12 or 11/12:		
Example: A teacher works 9 months with salary averaged and paid over 12 months. Employee is not eligible to accrue Leave Benefits for the three non-work months.		
1st Mo ____ 2nd Mo ____ 3rd Mo ____		
Non-Payroll PAR 340/341 (Used by Dept. of Education – Special Schools)		
Begin _____ End _____ Lv Prd ____/____ Lv Prd ____/____		
Temporary Separation (This item is normally PAR generated)		
Begin _____ End _____ Lv Prd ____/____ Lv Prd ____/____		

ACCRUED BENEFITS

Accrued benefits are **Vacation, Sick Leave, Annual Leave, Personal Holiday, Educational Leave and Personal Day.**

Add New Benefit = B66 - LB Add

Maintenance Screens = B68 - Establishment Prd B70 - Non-Standard Rate

B74 - Waiting Prd B76 - Vacation 10-Month

☐ **BENEFIT** INT. _____ DATE

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd ____/____/____

A / M / D Waiting Prd ____/____/____

A / M / D Non-Standard Rate ____/____/____

A / M / D Vacation 10-Month ____/____/____

End Date ____/____/____

Rate _____

☐ **BENEFIT:** INT. _____ DATE

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd ____/____/____

A / M / D Waiting Prd ____/____/____

A / M / D Non-Standard Rate ____/____/____

A / M / D Vacation 10-Month ____/____/____

End Date ____/____/____

Rate _____

☐ **BENEFIT** INT. _____ DATE

**Circle one for
Maint. Screens**

**BEG
LV PRD**

**END
LV PRD**

A / M / D Establishment Prd ____/____/____

A / M / D Waiting Prd ____/____/____

A / M / D Non-Standard Rate ____/____/____

A / M / D Vacation 10-Month ____/____/____

End Date ____/____/____

Rate _____

EMPLOYEE WORKSHEET CSU

SSN: _____ - _____ - _____ NAME: _____

CONDITION: _____

<input type="checkbox"/> P62 - SYSTEM ELIGIBILITY		INT. _____ DATE _____		
This transaction must be keyed first. Key all other transactions on the following day.				
POS SEQ ____ AGY/RU ____/____(most current) ELIGIBLE ____ EFF DATE ____/____/____				
<input type="checkbox"/> P64 - NON-ACCRUAL MAINTENANCE		INT. _____ DATE _____		
Temporary Separation (this item is normally PPT generated):				
Begin Lv Prd ____/____	End Lv Prd ____/____			
ACCRUED BENEFITS				
Accrued benefits are Vacation , Sick Leave and Personal Holiday .				
Add New Benefit = B66 - LB Add				
Maintenance Screens = B68 - Establishment Prd Maint B70 - Non-Standard Rate Maint				
<input type="checkbox"/> BENEFIT:		INT. _____ DATE _____		
Circle one or Maint. Screens		BEG LV PRD	END LV PRD	Rate
A / M / D	Establishment Prd	____/____	____/____	_____
A / M / D	Non-Standard Rate	____/____	____/____	_____
<input type="checkbox"/> BENEFIT:		INT. _____ DATE _____		
Circle one for Maint. Screens		BEG LV PRD	END LV PRD	Rate
A / M / D	Establishment Prd	____/____	____/____	_____
A / M / D	Non-Standard Rate	____/____	____/____	_____
<input type="checkbox"/> BENEFIT:		INT. _____ DATE _____		
Circle one for Maint. Screens		BEG LV PRD	END LV PRD	Rate
A / M / D	Establishment Prd	____/____	____/____	_____
A / M / D	Non-Standard Rate	____/____	____/____	_____

TRANSACTION WORKSHEET CSU

Name _____

SSN _____

Init	Date
------	------

COMPLETE FOR STATE SERVICE TRANSACTIONS (Key State Service Transactions Before Leave Benefit Transactions):

S52--STATE SVS VOID				S50--STATE SVC TRANS ENTRY				
LV PRD Mon./Year	Void	Description	Keyed	Tran Code	Fraction/ Hours	Months of Credit	Description	Keyed
___/___								
___/___								
___/___								
___/___								
___/___								

COMPLETE FOR LEAVE BENEFIT TRANSACTIONS (Key State Service Transactions, if any, first):

B52--LB VOID				B50--LB TRANS ENTRY				
LV PRD Mon./Year	Void	Description	Keyed	Tran Code	Amount	Tran. Ben. SSN/LB	Description	Keyed
___/___								
___/___								
___/___								
___/___								
___/___								
___/___								
___/___								
___/___								

TRANSACTION WORKSHEET

COMPLETE FOR STATE SERVICE TRANSACTIONS (Key State Service Transactions before Leave Benefit Transaction):

		S52 - SS VOID		S50 - SS TRANS ENTRY			
SSN #	LV PRD	✓ Void	Description	✓ Tran Code	Fract/Hours	SS Credit	Description
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			

COMPLETE FOR LEAVE BENEFIT TRANSACTIONS (Key State Service Transactions, if any, first):

		B52 - LB VOID		B50 - LB TRANS ENTRY			
SSN #	LV PRD	✓ Void	Description	✓ Tran Code	Amount	Transfer Benefit SSN/LB/Timebank	Description
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			
- - -	/	<input type="checkbox"/>		<input type="checkbox"/>			

LEAVE ACTIVITY & BALANCES (LAB) REPORT

Introduction

The Leave Activity & Balances (LAB) Report is a system generated report containing Leave Benefit and State Service information for a specific Leave Period (campuses report is created from CIRS). The report contains balances, usage, credits and miscellaneous transactions for Leave Benefits. State Service balance and various other leave impacting information is also identified in this chapter.

Time Frame

The LAB is created once a month around the 11th work day of each month (check the "Civil Service Decentralized" or "CSU Decentralized" calendars). The report will reflect the Leave Benefit balances/activity and accumulated State Service months for the Leave Period identified in the 4th line of the heading on the LAB. Also identified in the 4th line is the cutoff date for leave data, which is reflected on the report. Transactions keyed after this date will not be included on the LAB for that Leave Period but will be reflected on the LAB for the next Leave Period.

Example:

Line 1 State Controller's Office - PPSD
Line 2 Leave Accounting System
Line 3 Leave Activity & Balances Report (LAB)
Line 4 Data For 08/02 Leave Period As Of 09/13/02

In the above example, the balances/totals reflected on the report will include all leave activity posted on CLAS (via on-line, PIP, magnetic tape and the automated accrual cycles) as of and including 09/13/02.

Print Order

The LAB will be created based on Agency/Reporting Unit/RollCodes.

Within Agency/Reporting Unit employees will print in the following order:

- 1) Class Code
- 2) Serial Number
- 3) Social Security Number
- 4) Roll Code

**Benefit
Print
Criteria**

Benefits will print in the order listed below using the following criteria:

- 1) Accrued Benefits - will print if the Establishment Period encompasses the LAB Leave Period.
- 2) Earned Benefits - will print if LAB Leave Period beginning balance is greater than zero or a transaction is posted for the LAB Leave Period.
- 3) Usage Only Benefits - will print if LAB Leave Period beginning total is greater than zero or a transaction is posted for the LAB Leave Period.

If employee's EH is Out-of-Service, the benefits will not display.

**LAB Report
Field
Definitions**

This section provides an explanation of the fields printed on the report. The LAB reflects Employment History and Leave transactions keyed as the date in Line 4 of the LAB header:

- | | | |
|------------------|---|--|
| SSN | - | Social Security Number |
| NAME | - | Initials and Surname |
| POS SEQ | - | Position Sequence Number Will print if employee is Out-of-Service |
| CLASS/
SERIAL | - | Most current class/serial for the Position
Sequence in the Leave Period |
| CBID | - | Collective Bargaining Identifier for the position |
| SS MOS | - | Provides the number of State Service months as of the end of the Leave Period(e.g., for the LAB Leave Period 08/02, the SS MOS will reflect State Service as of 09/01/02). Will not print if the employee's Employment History is Out-Of-Service, employee is not eligible for State Service or State Service is Out-Of-Service on CLAS. |

REPORTS & DOCUMENTS – PAGE 203

Leave Activity & Balance Report (cont. 2)

Rev. 07/05

SS CARRYOVER	-	Reflects a running balance towards a State Service credit; "DW" displays days worked toward next SS credit. "HW" displays hours worked toward next SS credit. "FM" displays fractional month credit toward next SS credit
BENEFIT	-	Displays the name of the benefit.
BEGIN	-	<p>The first "BEGIN" field reflects beginning balances for the Leave Period for all accrued/earned benefits and begin totals for the Leave Period for usage only benefits (e.g., the LAB for the 08/02 Leave Period reflects the balance/totals as of 08/01/02).</p> <p>Included in the BEGIN amounts are the retroactive debit and credit transactions for prior Leave Periods which were keyed during the LAB Leave Period (e.g., LAB Leave Period is 08/02, a "Use" transaction is keyed for 07/02 Leave Period on 08/03/02. The "Use" transaction will be reflected in this "BEGIN" field).</p>
CREDIT	-	Reflects credits from "Accrue" and "Earn" transactions for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field).
USED	-	Reflects debits from "Use" transaction for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "Balance" field).
MISC	-	Reflects debits and credits from all transactions other than "Accrue", "Earn" and "Use" for the LAB Leave Period only. (Transactions for retroactive Leave Periods are reflected in the first "BALANCE" field).

BEGIN - The second "BEGIN" field reflects the amounts after the "CREDITS", "USED", and "MISC" amounts have been added/deducted to the first "BEGIN" field. These amounts reflect balances and totals available the first day of the next Leave Period (e.g., LAB Leave Period is 08/01, the Balances and Totals are as of 09/01/01).

For benefits debited or credited in other than hours (i.e., days or units), a "D" for days or a "U" for Units will display at the end of the benefit line (right of the second "BEGIN" field).

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record:

· EMPLOYEE OUT-OF-SERVICE

The employee's Employment History is Out-Of-Service. Verify the employee's Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM). CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", Leave Benefits and State Service information may be viewed on CLAS.

· POSITION SEQUENCE OUT-OF-SERVICE

The Position Sequence that is on CLAS is Out-Of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits. Once Employment History is "In Service", Leave Benefits and State Service information may be viewed on CLAS.

· LEAVE BENEFIT OUT-OF-SERVICE MM/YY

This message will appear next to each benefit that is Out-Of-Service and will identify the Leave Period in which the benefit was placed Out-Of Service. The Out-Of-Service condition must be corrected before additional processing for the benefit can take place (see “ LEAVE BENEFITS”).

· WAITING PERIOD ENDS MM/DD/YY

This message will display for negative paid (Roll Code 1 and 2), bi-weekly (Roll Code 7), and semi-monthly (Roll Code 8) employees with the Waiting Period End Date next to all benefits that are subject to an active Waiting Period established on CLAS. Balances will not be displayed on the LAB but are available on-line.

· SERVING A WAITING PERIOD

This message will display for positive paid (e.g., Roll Code 3) employees next to all benefits that are subject to an active Waiting Period established on CLAS. Balance will not be displayed on the LAB but are available on-line.

· STATE SERVICE OUT-OF-SERVICE MM/YY

If State Service is Out-Of-Service on CLAS at the time the Service information on CLAS.

Note: The "SS MOS" field will be blank.

· NO BENEFITS EXIST

This message will display when an employee is on CLAS and benefits have not been established/activated.

LAB Not Received

For Civil Service: If a LAB report is lost, print a copy of the report from the View Direct system. If your department does not have View Direct access, contact the State Controller's Office, Leave Accounting Liaison Unit at (916) 327-0756.

CSU: Contact your CIRS coordinator.

REPORTS & DOCUMENTS – PAGE 206
 Leave Activity & Balance Report (cont. 5)
 Rev. 07/05

SAMPLE OF LAB WITH SSN

LASP904C LABRT2
 11/19/02 13:56:28

STATE CONTROLLER'S OFFICE – PPSD
 LEAVE ACCOUNTING SYSTEM
 LEAVE ACTIVITY & BALANCES REPORT (LAB)
 DATA FOR 10/02 AS OF 11/19/02

AGY/RU: 006/675
 PAGE: 1

EMPLOYEE INFORMATION	LB	BEGIN 10/02	CREDIT	USED	MISC	BEGIN 11/02	SS CARRYOVER MOS HW FM
000-00-0004	VA		WAITING PERIOD ENDS 01/31/03			21.00	03
BA SOUP	SL	10.00	8.00	0.00	0.00	18.00	
5278-702 R01	PH		WAITING PERIOD ENDS 01/28/03				
000-00-0005	AL	38.00	14.00	11.50	0.00	40.50	83
J SANDS	PH	0.00	0.00	0.00	0.00	0.00	U
6215-672 R12	CT	29.75	0.00	0.00	0.00	29.75	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	8.00	0.00	243.00	64
RB MAYBERRY	PH	0.00	0.00	0.00	0.00	0.00	U
6215-673 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	166
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U
6476-672 R12	CT	1.50	0.00	0.00	0.00	1.50	
000-00-0009	VA	12.00	12.00	12.00	0.00	12.00	171
AL JONES	SL	8.00	8.00	8.00	0.00	8.00	
6476-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	73.00	0.00	35.00	0.00	38.00	
	CT	13.25	0.00	12.50	0.00	0.75	
000-00-0010	VA	17.00	10.00	0.00	0.00	27.00	86
PD ZOMBE	SL	146.00	8.00	16.00	0.00	138.00	
6252-671 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	CT	0.00	18.75	0.00	0.00	18.75	
	HC	16.00	0.00	0.00	0.00	16.00	
	EX	22.00	0.00	0.00	0.00	22.00	

200-21-7777
 JC SMITH
 6252-672 R12

STATE SERVICE OUT OF SERVICE 11/02

AGY/RU: 006/675

STATEMENT OF EARNINGS AND DEDUCTIONS

Introduction	The Leave Accounting System will print leave benefit activity and balances on the Statement of Earnings and Deductions for Regular Pay (Payment Type 0 - Adjustment Code 0) each month. Only employees who are eligible and on the Leave Accounting System will have their leave benefits display.
Request Procedure	<p>After conversion to the Leave Accounting System, the process of displaying leave benefits on the Statement of Earnings and Deductions can be requested by contacting the Leave Accounting Liaison Unit at (916) 327-0756 or CALNET 467-0756. The request must be made no later than the 12th of the month in which the data is to be displayed.</p> <p>The following is an example of the timing involved for requesting leave benefits to be displayed on the Statement of Earnings and Deductions.</p> <ul style="list-style-type: none">• Leave Accounting Training was provided in the month of 06/01.• Conversion of leave benefits to the Leave Accounting System in 07/01.• Request for leave data to display on the 8/01 warrant made no later than 8/12.• The above example illustrates the earliest Leave Period that can be requested for displaying the Leave data, (i.e., the Leave Period following the month of conversion).
Printing Criteria	<p>Leave Benefits will display at the bottom of the Statement of Earnings and Deductions for employees who have an original warrant (Adjustment Code 0) for Regular Pay (Payment Type 0).</p> <p><u>Roll Code 1 (monthly)</u> employees statements will reflect activity for the prior month. <i>Example: The statement for the August warrant dated September 1, 2000 will reflect balances for the 07/00 Leave Period.</i></p> <p><u>Roll Codes 2 & 8 (Semi-monthly)</u> employees statements will print on the 1st half warrant and will reflect activity for the prior 1st half and 2nd half. <i>Example: The statement for the August 1st half warrant dated on or around August 15, 2000 will reflect balances for the 07/00 Leave Period.</i></p>

Roll Codes 3 & 4 (Hourly) employees statements will reflect all activity as of the issue date of the warrant.

Exceptions

Leave Data *will not* print on the Statement of Earnings and Deductions for Summarized Warrants when the warrant includes a payment with adjustment codes other than 0 or when the benefit is not active.

**Sort Order of
Leave Benefits**

Up to **EIGHT** leave benefits can be printed on the Statement of Earnings and Deductions based on a sort order determined by the Leave Accounting System. The leave benefits will print when the following conditions are met:

- 1) Leave benefit exists
- 2) An accrued leave benefit is currently established
- 3) Activity exists for the leave benefit or when earned or usage only balances are greater than zero.

The leave benefits displayed will vary from employee to employee based on each person's eligibility.

The following is the sort order used by the Leave Accounting System to display the leave benefits on the Statement of Earnings and Deductions.

- 1) Vacation
- 2) Vacation Bank
- 3) Annual Leave
- 4) Sick Leave
- 5) Personal Holiday
- 6) Personal Day
- 7) Educational Leave
- 8) Personal Leave Program
- 9) Personal Leave Time
- 10) PARR - Lawsuit
- 11) Voluntary Personal Leave Program
- 12) V-Time
- 13) Compensating Time Off (CTO)
- 14) Holiday Credit
- 15) Excess Hours
- 16) Holiday Informal Time Off
- 17) Holiday CTO
- 18) Professional Leave

REPORTS & DOCUMENTS – PAGE 209

Sort Order of Leave Benefits (cont.)

Rev. 07/05

- 19) Medical Officer of the Day
- 20) On Call Assignment
- 21) Jury Duty
- 22) Subpoenaed Witness
- 23) Military Leave - Days
- 24) Military Leave - Hours
- 25) Emergency Military Leave – Days
- 26) Emergency Military Leave – Hours
- 27) Family & Medical Leave Act
- 28) Professional Training
- 29) Union Time Off
- 30) Continuing Medical Education
- 31) Mentor
- 32) Maternity/Paternity/Adoption Leave
- 33) Paid Educational Leave
- 34) Seniority Points

Bereavement Leave (Civil Service), Funeral Leave (CSU) and Administrative Time Off (Civil Service) will not display on the Statement of Earnings and Deductions because of the sensitivity of these leave benefits. Dock will also not display.

Description of Leave Data on the Statement

The leave benefits will display at the bottom of the Statement of Earnings and Deductions only for Regular Pay (Payment Type 0, adjustment code 0) on the original Master Warrant.

The following information will display:

- 1) MO/YR BEGIN BALANCE - Reflects the beginning balance for the pay period displayed.
- 2) CREDIT - Identifies the amount of hours earned and accruals for the pay period.

Note: Accrual amounts for Vacation, Sick Leave, Annual Leave and Educational Leave are not available for use until the next pay period.

- 3) USED - Identifies the time used by the employee.
- 4) MISC - Identifies adjustments to the employees balances other than those listed in the CREDIT and USED columns e.g., Cash Outs).

- 5) MO/YR BEGIN - Reflects the beginning balances for the pay period displayed.

The data displayed on the Statement of Earnings and Deductions will have a one-month lag period for negative paid (Roll Code 1 and 2) employees.

EXAMPLE: For the June warrant (issued July 1st) the BEGIN BALANCE (1) will reflect May 1st balances and the BEGIN (5) will reflect balances available as of June 1st.

Messages

Certain conditions will result in a message being displayed instead of leave balances on the Statement of Earnings & Deductions.

The following are the messages that may be displayed, as well as an explanation of the condition referenced.

"LEAVE DATA UNAVAILABLE"

at least one of the following conditions exists:

- Employee's Leave Benefit is out of service
- Employee's State Service is out of service

"WAITING PERIOD ENDS MM/DD/YY"

the following condition has occurred:

- Negative paid (Roll Code 1 and 2), bi-weekly paid (Roll Code 7) or semi-monthly (Roll Code 8) employee is serving a Waiting Period and balances will not display until the Waiting Period has ended.

"SERVING A WAITING PERIOD"

- Positive paid (e.g., Roll Code 3) employee is serving a Waiting Period and balances will not display until the Waiting Period has ended.

**Employee
Notification**

All eligible employees should be notified regarding the display of their leave benefits on the Statement of Earnings and Deductions. A SAMPLE letter has been provided in this section that can be used as a guideline when drafting your notification letter. It is not necessary to use this sample, but some form of notification is recommended.

REPORTS & DOCUMENTS – PAGE 212

Statement of Earnings and Deductions

Rev. 07/05

STATE OF CALIFORNIA

STATEMENT OF EARNINGS AND DEDUCTIONS

OFFICE OF STATE CONTROLLER

AGY/UNIT
TAX YEAR 00
TAX STATUS

PAY PERIOD 08/00
ISSUE DATE 09/01/00
FED M-00 CA STATE M-00

SOC SEC NO XXX XX XXXX
WARRANT NO 01-853269

			GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT			3054.00	2912.48	897.39	2156.61
YEAR-TO-DATE			27592.01			
EARNINGS	DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT	YEAR-TO-DATE
REGULAR			3054.00	FEDERAL TAX	357.50	
				STATE TAX	63.85	
				*RETIREMENT	127.05	
				FICA	232.52	
				*F CIGNA	.00	
				*F DLTADNTL	14.47	
				VISION-VSP	.00	
				FED TAX ADJ	50.00	
				ST TAX ADJ	50.00	
				CHTBL CNTRB	2.00	
EMPLOYER CONTRIBUTIONS (current and adjustments)						
RETIREMENT	FICA	HLTH/FLEX				
271.16	232.52	350.03				
VISION						
11.25						
7/00 BEGIN BAL			CREDIT	USED	MISC	8/00 BEGIN
VACATION	201.50		10.00	0.00	0.00	211.50
SICK LV	160.50		8.00	0.00	0.00	168.50
PH	0.00		1.00	0.00	0.00	1.00 UNITS
PLP	144.00		0.00	0.00	0.00	144.00
CTO	13.75		0.00	0.00	0.00	13.75
EX HRS	10.50		0.00	0.00	0.00	10.50
JURY DUTY	24.00		0.00	0.00	0.00	24.00

SAMPLE

DATE:

TO: All Eligible Employees

FROM: (insert department/campus name)

RE: LEAVE BENEFIT INFORMATION ON STATEMENT OF EARNINGS AND DEDUCTIONS

Our department was recently converted to the California Leave Accounting System (CLAS), maintained by the State Controller's Office, which makes possible the printing of your leave benefit data on the Statement of Earnings and Deductions (check stub). Effective with you **(insert pay period)** warrant, date **(insert issue date)**, leave benefit data will be displayed.

You should be aware of the following items regarding the printed information:

- Leave benefit data will display on each original, regular pay warrant. For daily rate, Bargaining Unit 18 employees, paid semi-monthly (Roll Code 8), data will display on each original, regular pay warrant issued for the first half of the pay period only.
- A maximum of 8 benefits will print. The benefits which will print varies from person to person depending upon which benefits have balances/activity for the pay period.
- Leave benefit data will display near the bottom of the statement in the following fields.

BEGIN BAL	displays the beginning balance as of the first day of the pay period indicated
CREDIT	the amount credited to the benefit for the pay period (Vacation, Sick Leave, Annual Leave and Educational Leave credits are not available for use until the next pay period)
USED	amount used in the pay period
MISC	any amount other than those listed under CREDIT and USED (e.g., catastrophic leave donations)
BEGIN	displays the beginning balance as of the first day of the pay period indicated

- The balances displayed for the following benefits reflect the total year to date amounts used for the benefit (not balances available).

Continuing Medical Education
Family & Medical Leave ACT
Military Leave
Professional Training
Union Time Off

Emergency Military Leave
Jury Duty
Paid Education Leave
Subpoenaed Witness

Should you have any additional questions, as they relate to your benefit data, please contact _____.

EMPLOYEE STATEMENT OF LEAVE INFORMATION - CIVIL SERVICE

Introduction The Employee Statement of Leave (employee statement) will be automatically generated annually, unless otherwise requested, for departments participating in the California Leave Accounting System. It serves as a replacement for the Annual Leave Statement (STD. 644 or similar document). The Employee Statement contains benefit balances and year-to-date totals as of the October leave period for a given year.

NOTE: If your department would like to schedule production of the Employee Statement for a different or additional month, OR if your department does not wish to receive Employee statements, please contact the Leave Accounting Liaison at (916) 327-0756 or CALNET 467-0756.

Use The Employee Statement is intended for distribution to your employees, allowing them to manually track accruals and usages of their benefits.

Field Definitions The following information will display in the first box of employee information:

Name	—	Initials and Surname
SSN	—	Social Security Number
Position Nbr	—	Employee's position number as of the report date
Max Carryover	—	Maximum carryover hours allowed
State Service	—	Total state service credit as of the report date (Will display N/A for CSU academic year positions)
CBID	—	Collective bargaining identifier for the position
Time Base	—	Time base of employee as of the date the report is generated.
Accrual Rate	—	The accrual rate of an accrued benefit, based on the employee's time base, CBID and months of state service

Below the employee information are three boxes of benefit information. The box to the left and middle contain:

LEAVE TYPE

Identifies the name of the accrued or earned benefit.

BALANCE

Reflects the balance. If the benefit is reported in other than hours, the rate of measure will be printed (i.e., Unit or Days).

The box on the right side is used for Usage Only benefits:

LEAVE TYPE

Identifies the name of the Usage Only benefit and for Emergency Military Leave or Military leave will identify unit of measure using Days or HRS.

BALANCE

Reflects number of hours used in a calendar year (CYTD) or fiscal Year (FYTD). If the benefit is not tracked by calendar or Fiscal year, the area following the hours/days will be blank.

Messages

The Employee Statement will display messages whenever an employee:

- ▶ Has projected Vacation or Annual Leave credits that will exceed the maximum in the calendar year (amounts will also be provided)
- ▶ Is scheduled to receive an accrual rate increase during the next 12 months.
- ▶ Is at the maximum accrual rate.
- ▶ Is serving a waiting period.

The following messages will display in the area under leave benefit balances:

"LEAVE BENEFIT INFORMATION NOT AVAILABLE"

- When the employee or position sequence is out-of-service or when no benefits are established.
- When the Leave Benefit is out-of-service.

"N/A"

- State Service information not available on CLAS.

"STATE SERVICE - LEAVE INFORMATION NOT AVAILABLE"

- When State Service is out-of-service.

**"(LEAVE BENEFIT NAME) WAITING PERIOD ENDS
(MM/DD/YY)"**

- When a fulltime or part-time employee is serving a waiting period.

"(LEAVE BENEFIT NAME) SERVING A WAITING PERIOD"

- When a positive paid monthly (Roll Code 3) employee is serving a waiting period.

**"YOU WILL EXCEED THE MAXIMUM FOR (LEAVE
BENEFIT NAME) BY (AMOUNT) HOURS ON (MM/DD/YY)"**

- For employees who have Leave Benefits that will exceed the limits allowed for January 1st.

**"YOUR PROJECTED (LEAVE BENEFIT NAME) ACCRUAL
RATE CHANGE: IS (AMOUNT) HOURS ON (MM/YY)"**

- For full-time and part-time employees that have standard accrual rates that are based on State Service. This message will print if the Accrual Rate change is in the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS NOT SCHEDULED TO CHANGE DURING THE NEXT 12 MONTHS"

- For full-time and part-time employees who will not be changing accrual rates (for benefits with rates that are based on State Service) within the next 12 leave periods.

"YOUR (LEAVE BENEFIT NAME) ACCRUAL RATE IS SCHEDULED TO CHANGE ON (MM/YY)"

- For full-time and part-time employees who have a non-standard rate. This message will print based on State Service if the accrual rate change is in the next 12 leave periods.

"NON-STD RATE - UNABLE TO PROJECT HOURS THAT WILL EXCEED (LEAVE BENEFIT NAME) LIMIT"

- For employees accruing based on a non-standard rate.

"YOU ARE AT THE MAXIMUM ACCRUAL RATE FOR (LEAVE BENEFIT NAME)"

- For employees who are currently earning the maximum Accrual Rate for benefits.

"UNABLE TO DETERMINE (LEAVE BENEFIT NAME) MAXIMUM OR IF IT WILL BE EXCEEDED"

- For CSU positive paid monthly (Roll Code 3) employees, maximum accrual rate and amounts exceeding maximum cannot be determined.

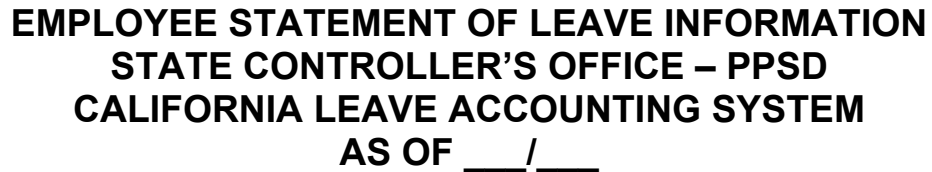
**"UNABLE TO DETERMINE (LEAVE BENEFIT NAME)
HOURS THAT WILL EXCEED MAXIMUM"**

- For civil service positive paid monthly (Roll Code 3) employees, number of projected hours exceeding maximum cannot be determined.

**"UPON COMPLETION OF (NUMBER OF CREDITS) STATE
SERV MOS THE NEXT (LEAVE BENEFIT NAME) RATE IS
(NUMBER OF HOURS)"**

- For positive paid monthly (Roll Code 3) employees will print an accrual rate change if the number of State Service Credits needed is less than 12.

[illegible]



LEAVE TYPE	BALANCE	LEAVE TYPE	BALANCE	LEAVE TYPE	TOTAL
VACATION					
SICK LV					
PH	UNIT				
EX HRS					

The following is provided for your convenience. To utilize, please enter the Leave Type and balance from above in the areas provided.

[illegible]

EMPLOYEE STATEMENT OF LEAVE INFORMATION – CSU

Introduction

The Employee Statement of Leave Information (Employee Statement) is available on the Campus Information Retrieval System (CIRS) Compendium (refer to Leave Accounting category report E92). To request additional "runs" of the Employee Statement or if you have any questions, please call the CIRS Hot Line (916) 323-5694.

NOTE: If your campus does not desire this format, you may request the civil service version by contacting the Leave Accounting Liaison at (916) 327-0756.

Use

The CIRS Employee Statement is intended for distribution to your employees, allowing them to manually track accruals and usage of their benefits.

Messages

The Employee Statement will display messages whenever an employee:

- ▶ Needs to use Vacation credits before the end of the calendar year (amounts will also be provided).
- ▶ Is scheduled to receive an accrual rate increase during the next 12 months.
- ▶ Is at the maximum accrual rate.

E92 30

THE CALIFORNIA STATE UNIVERSITY
EMPLOYEE STATEMENT OF LEAVE INFORMATION
STATE CONTROLLER'S OFFICE - PPSD
CALIFORNIA LEAVE ACCOUNTING SYSTEM
PIMS REPORT PDC7280E

30 HUMBOLDT

NAME: PA JOHNSTON CBID: R07
SSN: 001-90-1234 TIMEBASE: FT
POSITION NUMBER: 025-337-1081-001 ACCRUAL RATE: VACATION 14.00
MAX CARRYOVER: 384 HRS VACATION SICK LVE 8.00
STATE SERVICE: 20 YRS

DATA AS OF 09/01/94

LEAVE TYPE	BALANCE	LEAVE TYPE	BALANCE	LEAVE TYPE	TOTAL
VACATION	345.00		.00	JURY DTY	80.00 CYTD
SICK LV	752.00		.00	MIL DAYS	30.00 FYTD
PH	1.00 UNIT		.00		.00
	.00		.00		.00
	.00		.00		.00
	.00		.00		.00
	.00		.00		.00
	.00		.00		.00
	.00		.00		.00

LEAVE PERIOD	VACATION		SICK LEAVE		CTO	
	EARNED	USED/ADJ	EARNED	USED/ADJ	EARNED	USED/ADJ
93/09	.00	.00	.00	.00	.00	.00
93/10	.00	.00	.00	.00	.00	.00
93/11	.00	.00	.00	.00	.00	.00
93/12	.00	.00	.00	.00	.00	.00
94/01	.00	.00	.00	.00	.00	.00
94/02	.00	.00	.00	.00	.00	.00
94/03	14.00	.00	8.00	5.00	.00	.00
94/04	14.00	64.00	8.00	8.00	.00	.00
94/05	14.00	.00	8.00	.00	.00	.00
94/06	14.00	.00	8.00	.00	.00	.00
94/07	14.00	.00	8.00	.00	.00	.00
94/08	14.00	.00	8.00	.00	.00	.00

ADDITIONAL INFORMATION

YOUR VACATION ACCRUAL RATE WILL CHANGE TO: 15.33 ON: 9/94
YOU WILL EXCEED THE MAXIMUM FOR VACATION BY 22.33 HOURS ON 01/01/95

YOUR VACATION ACCRUAL RATE WILL CHANGE TO: _____ ON: __/__/____
YOU WILL EXCEED THE MAXIMUM FOR VACATION BY _____ HOURS ON ____/____/____

BENEFIT OVER MAX (BOM) REPORT

(For Civil Service Only)

Introduction

The Benefit Over Max (BOM) Report is a system generated report which contains current balances, accrual rates, projected balances for benefits which are anticipated to each the maximum allowed, and the number of hours which will exceed the maximum. It is offered in two versions, one with SSN and one without. The BOM Report is accessed online through View Direct.

Time Frame

The BOM is created once a month around the 13th work day (check the “Civil Service Decentralized calendar). The report will reflect Leave Benefit balances and projected balances as of the date identified in the 2nd line of the heading on the BOM. Also identified in the 3rd line is the leave period in which the data was extracted. Transactions keyed after the date shown will not be reflected in the balances on the BOM for that Leave Period but will be reflected on the BOM for the next Leave Period.

Order

The BOM report is sorted by Agency/Reporting Unit. Within each Agency/Reporting Unit employees are sorted by surname.

Field Definitions

This section provides an explanation of the fields shown on the report.

NOTE: The BOM reflects leave transactions keyed as of the date the report is created.

SSA	-	Social Security Number
EMPLOYEE NAME	-	Initials and Surname
LB	-	Displays name of the benefit
CUR END BALANCE	-	Reflects the current balance as of the Leave Period shown in line 3
HRS NEED TO USE	-	Reflects the amount of hours the employee needs to use by the end of the year to stay within the maximum allowed

REPORTS & DOCUMENTS – PAGE 226

Benefit Over Max (BOM) Report (cont. 1)

Rev. 07/05

PROJ 1/1 BALANCE	-	Reflects the projected balance for January 1 st based on the employee's current balance plus projected accruals
CURR AC RATE	-	Reflects the employees current accrual rate PROJ ACR
RATE CHG DUE	-	Reflects the date employees accrual rate will change
NEW AC RATE	-	Reflects the new accrual rate

Messages

Leave Benefits and/or Balances will not display in the following instances and the appropriate message will be printed on the employee's record.

- EE OUT-OF-SVC ON EH

The employee's Employment History is Out-Of-Service. Verify the employee's Employment History records on the PIMS/CSUC system. For information regarding Out-Of-Service, Civil Service agencies may refer to the Personnel Action Manual (PAM). CSU campuses may refer to the Personnel Information Management System (PIMS) Manual. Once Employment History is placed back "In Service", leave benefits and/or balances will display.

- PSN SEQ OUT-OF-SVC

The Position Sequence that is on CLAS is Out-of-Service on Employment History. For Civil Service contact PPSD, Personnel Liaison. For CSU campuses contact PPSD, CSU Audits.

- BENEFIT OUT-OF-SVC

This message will appear when a benefit is Out-Of-Service. The Out-of-Service condition must be corrected before additional processing for the benefit can take place.

- SS OUT-OF-SVC

If State Service is Out-Of-Service on CLAS at the time the BOM is run, this message will be displayed. Verify and correct the State Service information on CLAS.

- INT EE CAN'T PROJECT

Unable to project data for intermittent employees.

- TEMP SEP; CAN'T PROJECT

Unable to project data for employees on a temporary separation.

- VAC-10; CAN'T PROJECT

Unable to project data for employees on Vacation 10-Month Plan.

- VAC & BANK; CAN'T PROJECT

Unable to project data for employees with Vacation Bank

- 340 STATUS; CAN'T PROJECT

Unable to project data for employees on 340 status.

- NON-STD RATE; CAN'T PROJECT

Unable to project data for employees with Non-Standard Rate.

NOTE: Each month when the BOM is run the most current version the prior month's version.

Benefit Over Maximum (BOM) Report with SSA

LASP1602 BOMRPT1
03/17/00 20:41:36

STATE CONTROLLER'S OFFICE - PERSONNEL/PAYROLL SERVICES
DIVISION

BENEFIT OVER MAX REPORT
ANTICIPATED OVERAGE FOR JANUARY 1, 2001
DATA THROUGH 02/00 LEAVE PERIOD

AGENCY/UNIT: 014/001

SSA	EMPLOYEE NAME	LB	CURR END BALANCE	HRS NEED TO USE	PROJ 1/1 BALANCE	CUR AC RATE	RATE CHG DUE	NEW AC RATE	MESSAGES
999-99-1111	RT WRIGHT	AL	647.000	181.000	821.000	14.000	09/00	18.000	
999-99-2222	RC SMITH								SS OUT-OF-SVC

REPORT CAPABILITY

Report Capabilities Using MIRS

Effective September 1994, the Management Information Retrieval System (MIRS) contains leave data from the California Leave Accounting System enabling departments to request reports containing Leave Data along with their Employment History and Payroll data. MIRS reports can be designed to have specific information regarding any of the information indicated above. In addition to creating reports, there is also a MIRS library with various types of reports. To request reports using MIRS, contact the MIRS coordinator at your agency. If you do not currently have MIRS and would like to pursue getting the system, contact the MIRS manager at (916) 324-7287 or CALNET 454-7287.

Report Capabilities Using CIRS

For CSU campuses, the Campus Information Retrieval System (CIRS) can be used to request Leave Benefit data, Employment History and Payroll data. Please contact the CIRS coordinator at your campus to request a CIRS report.

NOTE: The CIRS Compendium (Leave Accounting category report E92) can be used to request the Employee Statement of Leave Information.

Report Capabilities Using Mark IV

Civil Service and campuses can request reports with leave, payroll and/or Employment History information. These reports have a cost factor based on the type of report. To request more information, contact the Personnel/Payroll Services Division, Data Management Unit at (916) 324-3842 or CALNET 454-3842.

COMPENSATING TIME OFF AGING REPORT

Introduction

The Compensating Time Off (CTO) Aging Report will be system generated on a monthly basis for departments/campuses having sufficiently aged CTO. It will list those employees with unused CTO which was earned more than 9 months prior to the report date.

Departments can access the report using ViewDirect.

Campuses can access the report through the Campus Information Retrieval System (CIRS) using Report Code S03.

Time Frame

The CTO Aging Report is created around the 15th work day and will be available online the following day (check the Decentralized Calendar for the run date).

Field Definitions

Unused CTO will be displayed by the leave period in which it was earned. The following information will display:

SSN	-	Social Security Number
NAME	-	Initials and Surname
EMP ID	-	Agency Code where CTO was earned
CLASS/ SERIAL	-	Current Class Code and Serial Number as of the report date
CB ID	-	Collective Bargaining Identifier for the position
LEAVE PERIOD	-	Leave period in which CTO was earned
BALANCE FORWARD	-	May be either the Conversion Balance or Beginning Balance
ENDING BALANCE	-	The available CTO for specific leave periods as of report date
TOTAL	-	"Balance Forward" amount plus sum total of "Ending Balance" amounts

1/21/00

STATE CONTROLLER'S OFFICE - PPSD DIVISION
LEAVE ACCOUNTING SYSTEM
EMPLOYEE REPORT OF UNUSED CTO GREATER THAN 9 LEAVE PERIODS OLD
DATA AS OF 11/15/00, THRU 10/00 LEAVE PERIOD
PDL4016

AGENCY/UNIT: 258/204

SSN	NAME	EMP ID	CLASS/SERIAL	CBID	LEAVE PERIOD	BALANCE FORWARD	ENDING BALANCE	TOTAL
000-01-1234	RA SMITH	258	3784/001	R09	10/99	.000	7.000	143.500
					11/99		1.500	
					12/99		21.000	
					01/00		1.500	
					02/00		19.500	
					03/00		18.000	
					04/00		6.000	
					05/00		21.000	
					06/00		16.500	
					08/00		9.000	
					09/00		9.000	
					10/00		13.500	
010-00-0001	PA BOOTH	258	3784/003	R09	10/99	27.500	12.000	179.000
					12/99		9.000	
					02/00		21.000	
					03/00		36.000	
					04/00		10.500	
					05/00		12.000	
					06/00		16.500	
					07/00		1.500	
					08/00		18.000	
					09/00		3.000	
					10/00		12.000	

MANAGEMENT INFORMATION RETRIEVAL (MIRS) REPORTS

Introduction

For those Civil Service departments that have the Management Information Retrieval System (MIRS), your department can now request nine reports to capture intermittent hours for tracking purposes.

Request Procedures

In order to request these reports, contact your MIRS coordinator and provide them with the procedure name you want requested and any information they may need to accurately run the report. Please refer to the following report number(s) and report title when requesting.

INT001 - Health/Dental Eligibility Report

INT002 - Not Eligible for Health/Dental Report

INT003 - Vacation/Personal Holiday Waiting Period

INT004 - Retirements Benefits Eligibility

INT005 - Total Wages Paid for Intermittent Employees

INT006 - Employees Approaching the 1500 Hour Limit

INT007 - TAU-Days Limit

INT008 - Hours Probation

PERS001 - 20, 25, 40 Years of State Service Report

LEAVE ACCOUNTING SYSTEM GLOSSARY	
TERM	DEFINITION
Accrual	Credit posted for an accrued benefit. Some benefits, once established and active, have accruals posted automatically. (If employee is on a waiting period see bonus).
Accrued Benefits	Benefits that are credited to an employee based on qualifying Leave Periods or contractual agreements.
Begin Balance	The starting balance for State Service, accrued and earned benefits, when an employee is new to CLAS or being reactivated on CLAS.
Begin Total	Beginning totals for usage only benefits.
Benefit Types	Leave benefits are categorized into three different types: Accrued, Earned and Usage Only.
Bonus	Credit posted for vacation and educational leave during a waiting period.
California Leave Accounting System (CLAS)	A leave accounting system that provides on-line capabilities for tracking and recording leave accounting records and data.
Characteristics	Accrued Leave Benefits may have characteristics applied; establishment period, waiting period, non-standard accrual rate and vacation 10-month.
CLAS Monthly Accrual Cycle	A process that is run approximately the eighth working day of each month. During this process state service and accrued benefits (except personal day) are automatically posted for the previous leave period.
Conversion Balance	An employee's State Service and leave benefit balances as of the date a department/campus converts to the Leave Accounting System.
CTO	Compensating Time Off – EE receives time rather than money for working overtime.
CTO - Premium	Compensating time off earned at time and one half. One hour worked equals one and one half hour available.
CTO - Regular	Compensating time off earned at straight time. One hour worked equals one hour available.
Earned Benefits	Benefits that are credited to an employee based on time worked or earned in a leave period.
Employee Position History (EPH)	EPH records contain data from Employment History (e.g. position number, CBID, time base, etc.) and are used by CLAS to determine leave processing.
Establishment Period	Identifies the period of time an accrued benefit is active.

FLSA Premium	Compensating time off earned under the Fair Labor Standards Act guidelines.
Fractional Month Credit	State Service & Leave Benefit credit amount for employees on a fractional month time base.
LBAT	Leave Benefit Amount Transaction
Leave Accounting And Balances Report (LAB)	This is a system-generated report containing leave benefit and state service information for a specific leave period.
Leave Accounting System (CLAS)	See California Leave Accounting System
Leave Benefit ID	A two digit code that identifies a benefit, e.g. SL (Sick Leave), VA (Vacation), etc.
Leave Message System (LMS)	Accessed from the CLAS main menu & contains information about errors generated during overnight processes, such as the accrual cycle, the daily leave processing, or keying on PIP.
Leave System Eligible (LSE)	A designation indicating that an employee is eligible to participate in the Leave Accounting System. In most cases eligibility is automatically determined by the system.
Messages	There are two categories of messages; generated on-line or generated on the Leave Message System. Many messages are informational only and require no action. Other messages identify potential problems and may require corrective action.
Not Leave System Eligible (NLSE)	A designation indicating that an employee does not meet the conditions to participate in the Leave Accounting System.
Non-Standard Rate	An accrual rate that differs from the standard accrual rate for a given benefit.
Out-Of-Service	There are three types of Out-Of-Service conditions: <ul style="list-style-type: none"> <input type="checkbox"/> Out-Of-Service Benefit occurs when a benefit balance is less than zero (except Excess Hours for CSU) <input type="checkbox"/> Out-Of-Service State Service occurs when a begin balance transaction is voided or not entered. <input type="checkbox"/> Out-Of-Service EH or Position Sequence occurs when EH is placed Out-Of-Service.
Payroll Input Process (PIP)	An on-line system used to key PIP documents, Form 672, Time and Attendance Report and STD671 Miscellaneous Payroll/Leave Actions. PIP may be accessed from the LAS main menu.
Payroll Processing Center Identifier (PPCID)	A two digit identifier code assigned to each department/campus.
Position Sequence Number (PSN SEQ)	Used to identify additional or multiple positions in Employment History held by an employee.

Purge Balance	The CLAS maintains 5 years of history so each December the oldest year of history is 'purged' and the balance brought forward to the beginning of the next year is shown as a Purge Balance.
TAD (turnaround document)	TADs are system generated for all employees successfully converted during the Employment History conversion process. They are used as an input document during conversion for initial balances and other required information (if an employee is LSE and the system designated he or she as NLSE, a blank TAD would be processed).
Transfer Time - From Employee (recipient)	Transferring leave credits to an employee's leave benefit balance from another employee's balance.
Transfer Time - To Employee (donor)	Transferring leave credits from one employee's leave benefit balance to another employee's balance.
Usage Only Benefit	A benefit used to track time away from the job (usually with pay) according to bargaining unit contracts.
Waiting Period	A specific amount of time that must elapse before certain benefits may be used.

LEAVE ACCOUNTING LIAISON

Phone #: (916) 327-0756

Hours: 8:00 a.m. – 12:00 p.m.
1:00 p.m. - 4:00 p.m.

The Leave Accounting Liaison was created to provide a centralized support service.

Please provide the following information when calling:

- Employee's Name
- Employee's Social Security Number: _____
- Leave Period:
- Benefit Type:
- Brief Description of the problem: _____

- Message Number (if applicable): _____

Before contacting the Leave Accounting Phone Liaison, every effort should be made to resolve the problem using the resources available. Below is a listing of some of the resources:

- ☐ CLAS User Manual
- ☐ Workbook
- ☐ Leave Message System (LMS)
- ☐ Employment History Data Base
- ☐ Employee Position History (EPH) Record. Use the Employee Position History Inquiry screen (P18).
- ☐ Leave Benefit (B14) and State Service (S14) summary screens can be accessed from the Leave Accounting Main Menu.
- ☐ Payroll Input Process (PIP)
- ☐ Leave Activity and Balance Report (LAB)
- * This page can be removed and reproduced to use as a checklist prior to phoning the Leave Accounting Liaison.

PAYROLL PROCESSING CENTER ID LIST (Civil Service Only)	
DEPARTMENT NAME	PPCID
Aging	AG
Alcoholic Beverage Control	AB
Arts Council	AC
Banking Department <i>(No longer on CLAS)</i>	BA
Board of Corrections	BO
Board of Equalization	EQ
Board of Prison Terms	PG
Boating & Waterways	BW
Bureau of State Audits	AU
California Conservation Corps	CQ
Cal Expo & State Fair <i>(No longer on CLAS)</i>	EP
California Highway Patrol	HP
Coastal Conservancy	CV
Commission on Aging	AG
Community Services & Development	OO
Conservation	CM
Conservation Corps	CQ
Consumer Affairs <i>(No longer on CLAS)</i>	CA
Controller's	CO
Leave Accounting Staff	PD
Corporations	CP
Corrections	CE
Avenal	KC
Calipatria	P3
Centinela	P7
Central CA Women's Facility	MG
Chuckawalla	VP
Corcoran	PN
Correctional Center	CG
Correctional Inst.	CW
Correctional Training Facility	FL
Deuel Vocational Inst.	DV
Folsom	FO
High Desert	TK
Inst. For Men	IM
Inst. For Women	IW
Ironwood	DW
Kern Valley	D3
Los Angeles	L3
Medical Facility	MF
Men's Colony	MC

MISCELLANEOUS – PAGE 238

Payroll Processing ID List

Rev. 07/05

Mule Creek	AO
North Kern	P1
Northern CA Women's Facility	WF
Pelican Bay	PJ
Pleasant Valley	P8
R A McGee	CR
Rehabilitation Center	RC
R J Donovan	RD
California State Prison – SAC	P6
Salinas Valley	SV
San Quentin	SQ
Sierra Conservation	SI
Solano	P4
Substance Abuse & Treatment	P0
Valley State Prison for Women	P9
Wasco	WP
Developmental Services	DS
Agnews Developmental Center	AN
Camarillo Developmental Center (No longer on CLAS)	CI
Fairview Developmental Center	FV
Lanterman Developmental Center	LS
Porterville Developmental Center	PV
Sierra Vista Facility – No CA	ND
Sonoma Developmental Center	SN
Southern CA Facility	BS
Stockton Developmental Center (No longer on CLAS)	SK
Earthquake Authority	CU
EDD	HR
Education HQ	ED
School f/t Blind - Fremont	BF
School f/t Deaf - Fremont	DF
School f/t Deaf - Riverside	DR
Diagnostic School-Fresno	NF
Diagnostic School-L.A.	NL
Electricity Oversight Board	ER
Emergency Services	OE
Energy Commission	ER
Equalization	EQ
Fair Employment & Housing	EH
Finance	FI
Fish and Game	FG
Food & Agriculture	FA
Forestry	FS

MISCELLANEOUS – PAGE 239

Payroll Processing ID List

Rev. 07/05

General Services	GS
Health and Human Services Data Center	HW
Health & Human Services Agency	HR
Health Planning & Development	SH
Housing & Community Development	CD
Housing & Finance	HO
Industrial Relations	IR
Inspector General	IG
CA Integrated Waste Management	SW
Judicial Council	CB
Justice	JU
Legislative Counsel Bureau	LC
Lottery	LO
Managed Care	CP
Managed Risk Medical Insurance Board	MM
Mental Health	MH
Atascadero State Hospital	AH
Coalinga State Hospital	MJ
Metropolitan State Hospital	ML
Napa State Hospital	NH
Patton State Hospital	PT
Salinas Valley Psychiatric Program	MN
Vacaville Psychiatric Program	HG
Military Dept	MI
Office of Administrative Law	GS
Parks & Recreation (No longer on CLAS)	PR
Peace Officer Standards & Training	PP
Personnel Administration, Dept. of	DP
Pesticide Regulations	DM
Postsecondary Education Commission	SE
Prison Industry	PI
Public Defender's Office	DE
Public Employee's Retirement System	PA
Real Estate	RE
Real Estate Appraisers	RL
San Diego River Conservancy	CV
CA Science Center	MS
Social Services	BP
State Lands Commission	LN
State Library	LI
State Personnel Board	PB
State Teachers Retirement Systems (STRS) (No longer on CLAS)	ST

MISCELLANEOUS – PAGE 240

Payroll Processing ID List

Rev. 07/05

Teacher's Credentialing, Commission on <i>(No longer on CLAS)</i>	LT
Toxic Substances Control	TW
Technology, Trade & Commerce	EB
Transportation	TR
Treasurer's Office	OT
Unemployment Insurance Appeal's Board	HS
Veteran's Affairs	VA
Victim Comp & Gov. Claims	BC
Water Resources <i>(No longer on CLAS)</i>	WR
Water Resources Control Board	WB
Youth Authority, HQ	YA
O.H. Close School	YC
Dewitt Nelson Training School	YD
El Paso de Robles School	YE
Fred C. Nelles School – closed 7/1/04	YF
Karl Holton School	YH
N.A. Chaderjian School	YJ
No. CA Youth Center	YI
Northern Reception Center	YN
Preston School	YP
Southern Reception Center	YS
Ventura School	YV
Youth Training	YT

PAYROLL PROCESSING CENTER ID LIST
(CSU Only)

CAMPUS NAME	PPCID
California Maritime Academy	U6
Chancellors Office	UX
CSU, Bakersfield	UU
CSU, Chico	UA
CSU, Channel Islands	UL
CSU, Dominguez Hills	UD
CSU, Fresno	UF
CSU, East Bay	UG
CSU, Humboldt	UH
CSU, Long Beach <i>(No Longer on CLAS)</i>	UW
CSU, Los Angeles	UY
CSU, Monterey Bay	U5
CSU, Northridge <i>(No Longer on CLAS)</i>	UZ
CSU, Pomona	UK
CSU, Sacramento	US
CSU, San Bernardino	UO
San Diego State University	UR
San Jose State University	UI
CSU, San Marcos	U3
CSU, Sonoma	UV
CSU, Stanislaus	UJ